



6.1.2 The effective leadership is visible in various institutional practices such as decentralization and participative management.

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PRINCIPAL
MOHAMED SATHAK A.J.COLLEGE OF ENGINEERING
34, Rajiv Gandhi Road (OMR), Siruseri, IT Park
Chennai-603 103.



MOHAMED SATHAK A.J. COLLEGE OF ENGINEERING

(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)



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QM 006

Ref.No:MSAJCE/IQAC/2022-23/EVEN SEM/09

Date: 25.04.2023

To: The Members of Governing Council
Mohamed Sathak A J College of Engineering
Chennai-603103

Greetings from Mohamed Sathak A J College of Engineering!!!

Dear Sir,

Sub: Governing Council at MSAJCE – reg

I wish to bring to your kind notice that **Governing Council** meeting of our institute is planned to schedule on **27.05.2023 (Saturday) at 02.30 PM**. In this regard, I request you to make it convenient to attend the meeting.

Kindly confirm your presence

Thanking you


Principal

PRINCIPAL

Mohamed Sathak A.J. College of Engineering
No.34, Rajiv Gandhi Salai (OMR)
Sipcot - IT Highway Egattur,
Chennai - 603103.



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MSAJCE



Governing Council Meeting

Governing Council Meeting held on 27-05-2023. The following members attended the meeting.

S.No	Name	Designation	Signature
1.	Alhaj. S.M. Yousuf Sahib Chairman Mohamed Sathak Trust, Chennai.	Chairman	
2.	Janaba. S.M.H. Sharmila Secretary Mohamed Sathak Trust, Chennai.	Member	-
3.	Janab. P.R.L. Hamid Ibrahim Executive Director Mohamed Sathak Trust, Chennai.	Member	
4.	Janab. S.M.A.J. Habeeb Mohamed Director Mohamed Sathak Trust, Chennai.	Member	
5.	Mr. S.M.Y. Mohamed Sathak Campus Director Mohamed Sathak Trust, Chennai.	Member	
6.	Dr. T.V. Gopal Prof / CSE, Anna University, Chennai.	University Nominee	
7.	Dr. S. Murugavel Prof / TPGIT, Vellore,	DOT Nominee	
8.	Dr. B. Anbu Thambi Head, Strategy & Partnerships L & T EduTech, Chennai / Former VP, ICT Academy	Member	-
9.	Mr. Arul Rajkumar VP IT Operations, Ford Motors Pvt.Ltd.	Member	
10.	Dr. R. Subramani Director, IBM, Chennai.	Member	
11.	Dr. G. Kulanthaivelu Prof / Head - ECE, NITTTR, Chennai.	Member	 27/5/2023
12.	Dr. I. Manju Head - IQAC & HoD - ECE	Member	 27/5/23
13.	Dr. G. Ramesh Head - Administration	Member	 27/5/23
14.	Dr. A. Balakrishnan Head - Academics	Member	 27/05/2023
15.	Mr. Abdul Gafoor Head - Admission	Member	 27/05/23
16.			
17.			
18.			
19.			

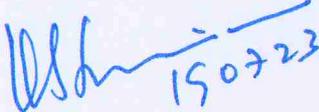


Minutes of Meeting –Governing Council Meeting

<p>Date :27.05.2023 Agenda :Governing Council Meeting Venue : Board Room</p>	<p><u>Members Present</u> Janab.S.M.A.J. Habeeb Mohamed, Director, Mohamed Sathak Trust. Dr. K.S. Srinivasan,Principal, MSAJCE. Dr. T.V.Gopal, Professor/CSE, Anna University, Chennai. Dr. S.Murugavel, Professor, TPGIT, Vellore. Dr.R. Subramani, Director, IBM, Chennai. Mr.Arul Rajkumar, VP IT Operations Ford Motors Pvt.Ltd, Chennai. Mr. G. Kulanthivelu, Professor/ECE, NITTTR, Chennai. Dr. I.Manju, Head – IQAC & HoD-ECE, MSAJCE Dr. A. Balakrishnan, Head – Academics, MSAJCE Dr. G. Ramesh, Head – Administration, MSAJCE Mr.Abdul Gafoor, Admin Manager, MSAJCE</p>
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Agenda:

- Admission Status
- Academic Performance
- Placement Status
- Faculty / Student Development Activities & Achievement
- New Facility Developed
- Research Development Initiatives
- Quality Improvement Initiatives
- Institutional Social Responsibilities
- Faculty Recruitment
- Proposal for New Course in the Year 2023-2024 Ratification
- Placement training Initiatives
- Higher studies & Entrepreneurship
- Budget for the Academic Year 2022 – 2023.


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The following points were discussed in the meeting:

- ❖ Dr.K.S.Srinivasan, Principal, MSAJCE welcomed the members and presented the action taken report of previous GC meeting held on 15.10.2022.
- ❖ A detailed presentation on the Academic Process, various Skill Development activities, Competition initiatives, and Faculty contributions, Research initiatives, Admission, Placement & Internship, Infrastructure, Quality Improvement Initiatives, Industry projects and the Road map were presented.
- ❖ Dr. T.V.Gopal, Prof / CSE Department, University nominee appreciated the various initiatives taken by the management and principal and suggested the following points
 - The faculty recruitment procedure, composition of recruitment committee, norms for recruitment may be defined and all evidence including report of recruitment committee, joining report and appointment order may be available in the office.
 - The outcome of Naan mudhalvan courses may be assessed and also suggested that the institute can give feedback about NM to the anna university.
 - 20% of the courses may include hands on training to improve the understanding of students.
 - Care may be taken to ensure that the academic learning and skill training are properly paced.
 - The faculty to take necessary steps to improve the academic performance of students.
 - Placement training may be initiated from II yr itself with data tracking.
- ❖ Mr. Arul Rajkumar, VP-IT Operations, Ford appreciated the various initiatives taken by the management & principal and suggested the following points
 - The faculty to have a strategy to improve the academic performance of students to achieve overall passes percentage of 70%.
 - The psychological and mental well being of students may be monitored and necessary support may be given wherever necessary
 - Pega tool training may be offered to students since there is a requirement for the same in the industry
- ❖ Dr. S. Murugavel, Professor, TPGIT, Vellore suggested the following

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points

- Foreign language training for Japanese, German and Korean may be given to students.
- Faculty may submit Research proposals to various governmental and non-government funding agencies.
- ❖ Dr. Kulanthaivelu, HoD, NITTTR suggested the following points
 - The college may organize a meeting with school and polytechnic principals to disseminate information about the college and various skill development activities available in college like godrej skill centre, Karma courses and various technology centres.
 - The student & faculty achievements may be highlighted in social media to improve the admission.
- ❖ Dr. R. Subramani, IBM, Chennai appreciated the improvement in placement and suggested the following points
 - The students shall be motivated to participate in Hacker rank, TCS-NQT, etc.
 - He also suggested that the students may be grouped based on their interests and competency so that they can be given focused placement training and career counseling.
 - Students may be given training in Pega, Salesforce, etc to improve the placement.
 - Mentoring of students for placement may be done by alumni and industry experts.
 - Mentoring of III yr and II yr students may be done by IV yr placed students.
 - The planned Budget for the Academic Year 2022 – 2023 was presented to the committee and ratified.
- ❖ The committee ratified the following,
 - i. Admission 2023-24 and advised to enhance by improving through the academic performance
 - ii. Placement Training and Initiatives
 - iii. New courses introduced B.Tech CSE-Cybersecurity was discussed and ratified

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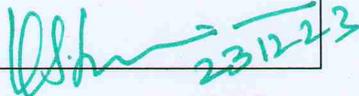
- iv. Faculty appointed for the Academic year 2022-23 discussed and ratified
- v. Various events – Graduation day, Conference, First year Induction program, and other events of odd and even semester discussed and ratified.
- ❖ The suggestions of Academic Advisory Committee and Planning & Monitoring Committee discussed and ratified.

Mohamed Sathak
15/07/23

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Mohamed Sathak A J College of Engineering
Governing Council Meeting (27.05.2023) - Action Taken Report

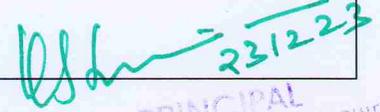
S.No	Suggested By	Points Taken	Action Taken	Responsibility	Outcome
1	Dr.T.V.Gopal Prof/CSE Department, Anna University	The faculty recruitment procedure, composition of recruitment committee, norms for recruitment may be defined. All evidence including report of recruitment committee, joining report and appointment order to be available in office.	The composition of committee was made as per norms	Principal	The evidence of offer letter, joining report are available in admin office.
		The outcome of Naan Mudhalvan courses may be assessed and institute can give feedback about Naan Mudhalvan to the Anna University.	In process	SPOC – Naan Mudhalvan	-
		20% of the courses may include hands on training to improve the understanding of students.	As per 2021 Regulations most of the courses are integrated courses. Hands on training provided in the laboratories.	HoDs.	Students undergoing integrated courses were benefitted.


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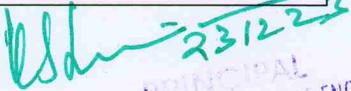
		Care may be taken to ensure that the academic learning and skill training are properly paced.	Planned with more attention for Odd Sem 2023-24 and implementation in progress.	Head - Training & Placement / Head - Academics	Academic results and skill training performance is improving..
		The faculty to take necessary steps to improve the academic performance of students.	1.Class test implemented for I and II Year students. 2. Study hours for hostel students and online monitoring for dayscholar students.	All Faculty & Head - Academics	Involvement and interaction of parents, teachers and students is improving.
		Placement Training may be initiated from II nd Year itself with data tracking.	Planned and implemented (from 1 st year).	Head - Training & Placement	AY2023-24 Odd Sem I yr – 240 students II yr – 230 students III yr – students IV yr – students Attending intensive training
2	Mr.Arul Rajkumar VP-IT Operations, Ford	The faculty to have a strategy to improve the academic performance of students to achieve overall pass percentage of 70%	1.EPC classes are closely monitored. 2. Interacting with every student and their parent.	All Faculty & Head - Academics	Academic results of even sem has increased from 46.3% to 56.5%


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		The psychological and mental well being of students may be monitored and necessary support may be given wherever necessary.	Counselling and Mentoring provided by the faculty /Alumni /counsellors.	Head - Administration	Improvement in student performance.
		PEGA Tool Training may be offered to students since there is recruitment for the same in the industry.	In planning	Head - Training & Placement	-
3	Dr.S.Murugavel Professor/TPGIT Vellore	Foreign Language training for Japanese, German and Korean may be given to students.	Students are identified. Plan to start in Even sem 2023-24	Head - Technology Centre.	In Process
		Faculty may submit Research proposals to various government and non government funding agencies.	In Process	Head - Research & Head - Projects	1. Civil Dept faculty submitted a Proposal to DST for 50L funding. 2. Mech Dept faculty submitted a proposal to DST for 40L funding. 3.UGC Conference grant applied for Mech , S&H dept.
4	Dr.Kulainthaivelu HoD-ECE, NITTTR	The college may organize a meeting with school and polytechnic principals to dissipate information about the college and various skill	Communicated to schools and polytechnics.	Head - Administration & Admission Team	Planning to conduct the training in the month of Jan &Feb 24.


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		development activities in college like Godraj skill centre, KARMA courses and various technology centres.				
		The students and Faculty achievements may be highlighted in social media to improve the admission.		All events and achievements are uploaded in social media like Linkedin, Facebook, Instagram etc..		https://www.facebook.com/msaj.engg.college https://www.instagram.com/msajce/ https://twitter.com/msajce_engg https://www.youtube.com/channel/UCsYcpSSx49zbJPtR2zkelwA https://www.linkedin.com/school/mohamed-sathak-a.j.college-of-engineering/
5	Dr.R.Subramani, IBM	The students shall be motivated to participate in TCS-NQT etc.	Hacker rank,	Students are motivated to participate in all the competitions like Hacker Rank, SIH, TCS – NQT.	Head Training & Placement & Head – Student Affairs & Head – Technology Centre.	<p>1.10 students registered in TCS NQT and one student cleared the exam.</p> <p>2. 27 Students participated in SIH</p> <p>3. 3 teams participated and 1 team shortlisted for next stage 2 in E Yantra.</p> <p>4.Participated Makeathon 2023 by CII and ICT ACADEMY Shortlisted in top 100 institutions in</p>


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					TamilNadu Level Event. 5. One team participated in AR/VR Designathon by IIT Guahati and got 3rd place among 13 finalist.
		The students may be grouped based on their interests and competency so that they can be given focused placement training and career counselling.	Willingness collected based on their interest and groups are formed	Head Training & Placement.	-
		Students may be given PEGA, Salesforce etc to improve the placement.	Sales force and Power Bi training planned in Jan2024	Head Training & Placement.	In Process
		Mentoring of students for placement may be done by alumni and industry experts.	Alumni involving and extending their full support in mentoring, Internship, GL/Seminar etc.	Head Administration	In Process
		Mentoring of III year and II Year students may be done by IV year placed students.	In process	Head Training & Placement, Head - Student Affairs	-

G. Kulanthanal
6/1/2024
(Prof. G. KULANTHALAL)

J.R.
6/1/2024
(Dr. J. V. G. G. G.)

S. Myrland
6/1/24
(Dr. S. Myrland)

Deepthi
6/1/24

S. Srinivasan
6/1/24

23/12/23

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Ref.No: MSAJCE/IQAC-13/2022-23

Date: 23.09.2022

To: The Members of Governing Council
Mohamed Sathak A J College of Engineering
Chennai - 603103

Greetings from Mohamed Sathak A J College of Engineering!!!

Dear sir,

Sub: Governing Council meeting at MSAJCE - reg

I wish to bring to your kind notice that **Governing Council** meeting of our institute is planned to schedule on **15.10.22 (Saturday) at 2.30 PM**. In this regard, I request you to know your availability and convenience to attend the meeting.

Kindly confirm your presence

Thank you

Handwritten signature and date: 23/09/22

Dr.K.S. SRINIVASAN
Principal
Mohamed Sathak A.J. College of Engineering
Siruseri IT Park, Chennai - 603 103.



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Governing Council

The Governing Council Meeting held on 15.10.22. The following members attended the meeting

S.No	Name	Designation	Signature
1	Alhaj. S.M. Yousuf Sahib, Chairman, Mohamed Sathak Trust, Chennai.	Chairman	—
2	Janaba. S.M.H. Sharmila, Secretary, Mohamed Sathak Trust, Chennai.	Member	
3	Janab. P.R.L. Hamid Ibrahim, Executive Director, Mohamed Sathak Trust, Chennai.	Member	
4	Janab. S.M.A.J. Habeeb Mohamed Sathakathulla Director, Mohamed Sathak Trust, Chennai.	Member	
5	Mr. S.M.Y. Mohamed Sathak, Director, Mohamed Sathak Trust, Chennai.	Member	
6	Dr. T.V. Gopal, Prof/CSE, Anna University, Chennai.	University Nominee	
7	Dr. S. Murugavel, Prof/IPGIT, Vellore,	DOTe Nominee	
8	Dr. B. Anbu Thambi, President, ICT Academy, Chennai.	Member	— Absent —
9	Mr. Arul Rajkumar, VP IT Operations, Ford Motors Pvt.Ltd.	Member	
10	Dr. R. Subramani, Director, IBM	Member	
11	Dr. G. Kulanthaivelu, Prof/Head, NITTTR, Chennai.	Member	
12	Dr. K.S. Srinivasan, Principal, MSAJCE, Chennai.	Member Secretary	
13	Dr. A. Balakrishnan, Head - Academics, MSAJCE, Chennai	Senior Faculty Member	
14	Dr. S. Vijayakumar, Chief Operational Officer, MST, Chennai.	Senior Faculty Member	
15	Dr. R. Senthil Kumar, Head - Admin, MSAJCE, Chennai.	Senior Faculty Member	
16	Dr. I. Manju, Head - TC & IR, MSAJCE, Chennai.	Senior Faculty Member	



Minutes of Meeting – Governing Council Meeting

<p>Date: 15.10.2022 Agenda : Governing Council Meeting Venue: Board Room</p>	<p><u>Members Present</u> Janab Habeeb Mohamed S M A J, Director, Mohamed Sathak Trust. Mr.S.M.Y.Mohamed Sathak,Campus Director, MSAJCE Dr. T. V. Gopal, Prof/ CSE Department, Anna University, Chennai. Dr. S. Murugavel, Professor, TPGIT, Vellore. Dr. R. Subramani, Director, IBM, Chennai. Mr. Arul Rajkumar,VP IT Operations Ford Motors Pvt. Ltd., Chennai. Mr.Kulandaivel, Prof/ Head – ECE Department, NITTTR, Chennai. Dr.K.S Srinivasan, Principal, MSAJCE, Dr.A.Balakrishnan, Head-Academics, MSAJCE Dr. G.Ramesh, Head- IQAC, MSAJCE. Dr.I.Manju, Head- Technology centres & Industry relations, MSAJCE.</p>
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Agenda:

- Admissions Status.
- Academic Performance.
- Placement Status.
- Faculty / Student Development Activities & Achievement.
- New Facility developed.
- Research Development Initiatives.
- Quality Improvement Initiatives.
- Institute Social Responsibility.
- Faculty Recruited in the Academic Year 2022 – 2023 Ratification.
- Proposal for New Course in the Year 2023 – 2024 Ratification.
- Forthcoming Events of the Academic Year 2022 – 2023.
- Budget for the Academic Year 2022 – 2023.


17/10/22

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The following points were discussed in the meeting:

- Dr.K.S.Srinivasan, Principal, MSAJCE welcomed the members and presented the action taken report of previous GC meeting held on 15.10.2022.
- A detailed presentation on the Academic Process, various Skill Development & competition initiatives, Faculty contributions, Research initiatives, Admission, Placement & Internship, Infrastructure, Quality Improvement Initiatives, Industry projects and the Road map were presented.
- Dr. T.V.Gopal, Prof/ CSE Department, University nominee appreciated the various initiatives taken by the management and principal.
- He advised that faculty should make every effort to learn and transfer knowledge to students when new courses are introduced by the university/state govt./central govt.
- Dr. S. Murugavel, Professor, TPGIT, Vellore suggested that patent may be filed for innovative projects balloon satellite, smart dust bin etc done by the students & faculty members of MSAJCE.
- Dr. R. Subramani, IBM, Chennai suggested that students shall be motivated to participate in Hacker rank, TCS-NQT, etc to improve the placement.
- He also suggested that the students may be grouped based on their interests and competency so that they can be given focused placement training and career counseling.
- Dr. T.V.Gopal, Prof, Anna University recommended that best practices to be followed in grouping & mentoring of students. He also advised the faculty to follow the various pedagogical methods in teaching to cater to the needs of all kinds of students.
- Dr. R. Subramani, IBM, strongly recommended to provide Spoken English, Foreign Language training to students to improve the placement activities. He also briefed on the career opportunities available and the advantages of learning a foreign language.
- Mr. Arul Rajkumar, VP IT Operations, Ford appreciated the various initiatives taken by the management and principal.
- He suggested that the impact of the ASCII method of teaching learning process must be recorded and its impact on the student learning should be highlighted.
- He suggested that the student & faculty achievements be highlighted in social media.
- The planned Budget for the Academic Year 2022 – 2023 was presented to the

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17/10/22

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committee and ratified.

- Research initiatives
- The committee ratified the following,
 - i. Admission 2022-23 and advised to enhance by improving though the academic performance
 - ii. Placement Training and Initiatives
 - iii. Accreditation – NBA & NAAC, UGC 2f & 12B status- initiatives discussed and ratified
 - iv. New courses introduced B.Tech AIDS & CSBS and AICTE skill development courses through KARMA discussed and ratified
 - v. Faculty appointed for the Academic year 2022-23 discussed and ratified
 - vi. Various events – Graduation day, Conference, First year Induction program, and other events of odd and even semester discussed and ratified.

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17/10/22

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Mohamed Sathak A J College Of Engineering, Chennai – 603103
Action Taken Report – Governing Council Meeting – 15-10-2022

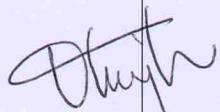
S.No	Suggested By	Point Discussed	Action Taken	Responsibility	Outcome
1	Dr. T. V. Gopal, Prof/ CSE Department, Anna University	Advised faculty to take every effort to learn and transfer knowledge to students when new courses are introduced by the university / state govt. / central govt.	<ol style="list-style-type: none"> 1. 2 faculty deputed to attend industry training for Robotic Process Automation by Automation anywhere 2. 2 faculty deputed to attend training in e-yantra, IIT Bombay. 3. 3 faculty are deputed to attend training in Godrej Boyce, Mumbai. 4. 40 faculty trained under Naan mudhalvan scheme. 5. 60 FDP certifications obtained in cutting edge technology. 6. 5 faculty obtained NPTEL certification. 	All faculty	60 out of 84 faculty benefitted.
		Research Centre status under Anna University	<ol style="list-style-type: none"> 1. Research centre recognition Inspection completed for Mech Dept. 2. Research centre recognition application submitted ECE Dept. 3. All doctorates are encouraged to become supervisor under Anna University. 	All HoDs	<ol style="list-style-type: none"> 1. Awaiting results for Mech Dept. 2. Dr.G.Ramesh was recognised as suoervisor in Anna University.
2	Dr. S. Murugavel, Professor, TPGIT.	Suggested that patent may be filed for innovative projects done by the students & faculty members of MSAJCE.	<ol style="list-style-type: none"> 1. All faculty and students are encouraged to file patents for their innovative ideas. 		<ol style="list-style-type: none"> 1. 7 patents filed 2. 1 copyright sanctioned. 3. 1 design patent granted.

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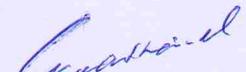
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		Suggested that the student & faculty achievements be highlighted in social media.		Achievements highlighted in social media platforms. https://www.facebook.com/msaj.engg.college https://www.instagram.com/msajce/ https://twitter.com/msajce_engg https://www.youtube.com/channel/UCsYcpSSx49zbJPtR2zkelwA https://www.linkedin.com/school/mohamed-sathak-a.j.college-of-engineering/	Social Media Incharge	-
5	Mr.Kulandaivel, Prof/ Head -ECE Department, NITTTR.	Obtain NBA, NAAC accreditation and other national ranking.		NAAC accredited with A grade. SAR for ECE, Mech and CSE & IT dept submitted. ARIIA & NIRF data submitted	Head IQAC	Completed. Awaiting Inspection. Awaiting results.

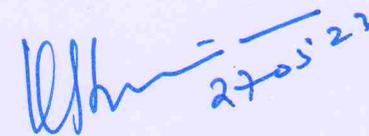

(Subramani Ramakrishnan)


(ARAVIND KUMAR)


Somya
(Dr. S. Somya)
DOTE Number


(Dr. G. KULANTHRAIVEE)


(Dr. J. L.)


27-05-22

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MOHAMED SATHAK A.J. COLLEGE OF ENGINEERING

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Ref.No:MSAJCE/IQAC/2022-23/EVEN SEM/08

Date: 25.04.2023

To: The Members of Planning & Monitoring Board
Mohamed Sathak A J College of Engineering
Chennai-603103

Greetings from Mohamed Sathak A J College of Engineering!!!

Dear Sir,

Sub: Planning & Monitoring Board meeting at MSAJCE – reg

I wish to bring to your kind notice that **Planning & Monitoring Board** meeting of our institute is planned to schedule on **20.05.2023 (Saturday) at 02.30 PM**. In this regard, I request you to make it convenient to attend the meeting.

Kindly confirm your presence

Thanking you


Principal 25.04.23



Planning & Monitoring Committee

Planning & Monitoring Committee Meeting held on 20-05-2023. The following members attended the meeting.

S.No	Name	Designation	Signature
1.	Mr. Mohamed Sathak Campus Director Mohamed Sathak Trust, Chennai.	Chairman	<i>Mohamed Sathak</i> 20/5/23
2.	Dr. K.S. Srinivasan Principal, MSAJCE, Chennai	Advisor	<i>Dr. K.S. Srinivasan</i> 20/05/23
3.	Dr. K.S. Badri Nathan Dean-Educational Development Sri Venkateswara College of Engg. Chennai.	Advisor	<i>Dr. K.S. Badri Nathan</i> 20/5/23
4.	Mr. Pradeep Kanagaraj Associate Director, Hitachi, Chennai	Advisor	<i>Absent</i>
5.	Mr. Venkat Sankar Narayanan CEO, Livergent Technologies,	Advisor	<i>V. Sankar Narayanan</i>
6.	Mr. R. Ramalingam , <i>DCM - HR</i> Manager HR <i>Philips Domestic Appliances</i> Preethi Industries, Chennai.	Advisor	<i>R. Ramalingam</i>
7.	Mr. Abdul Jaleel Alumni and Supply Chain Manager, Star Bucks, Chennai.	Advisor	<i>Abdul Jaleel</i>
8.	Mr. Muhamed Samir Alumni & Cyber Security Manager, Fidelity National Financial, Bengaluru	Advisor	<i>Muhamed Samir</i>
9.	Mr. A. Majed Arafat, Alumni & Consultant - TCS, Chennai	Advisor	<i>A. Majed Arafat</i>
10.	Dr. G. Ramesh Head - Administration	Member	<i>Dr. G. Ramesh</i> 20/5/23
11.	Dr. I. Manju, Head - IQAC & Hod -ECE	Member	<i>I. Manju</i>
12.	Dr. A. Balakrishnan Head - Academics	Member	<i>A. Balakrishnan</i> 20/05/2023
13.	Dr. B. Devibala Head - Research	Member	<i>B. Devibala</i> 20/5/23
14.	Dr. A. Kamalaselvan Head - TC	Member	<i>A. Kamalaselvan</i>
15.	Dr. S. Devikala Co - Ordinator, Dept of Computing Sciences.	Member	<i>S. Devikala</i> 20/05/2023
16.	Dr. R. Someswaran HoD-Civil	Member	<i>R. Someswaran</i> 20/05/23.
17.	Dr. S. Jayanthi HoD-CSE	Member	<i>S. Jayanthi</i> 20/05/2023
18.	Dr. J. Jeha HoD-EEE	Member	<i>J. Jeha</i> 20/5/23
19.	Dr. D. Weslin HoD-IT	Member	<i>for R. Puj</i> 20/5/23



20.	Dr. M.Shunmuga Sundaram HoD-Mech	Member	M. L 20/5/23
21.	Dr.A.Ammu Qudsiya HoD - S & H	Member	Quo Sui
22.	Mr. V. Vigneswaran Head - Placement	Member	
23.	Mr.Abdul Gafoor Head - Admission	Member	
24.	Mr.M.Suresh Head - Exam Cell	Member	of M 20/5/23
25.	Mrs.K.Saipriya Alumni Cell - Coordinator	Member	K. Saipriya 20/5/23
26.	S SUDHAKAN CHIEF LIBRARIAN		Sng 20/5/23
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Minutes of Meeting – Planning & Monitoring Committee

<p>Date : 20.05.2023 Agenda : Academic Advisory Meeting Venue : Board Room</p>	<p><u>Members Present</u> Mr. Mohamed Sathak Campus Director Mohamed Sathak Trust, Chennai. Dr. K.S. Srinivasan Principal, MSAJCE, Chennai Dr. K.S. Badri Nathan Dean-Educational Development Sri Venkateswara College of Engg. Chennai. Mr.Venkat Sankar Narayanan CEO, Levergent Technologies. Mr. R. Ramalingam Manager-HR-Philips India Industries, Chennai. Mr. Abdul Jaleel Alumni and Supply Chain Manager, Star Bucks, Chennai. Mr.Muhamed Samir Alumni &Cyber Security Manager, Fidelity National Financial, Bengaluru. Mr.A.Majed Arafat, Alumni &Consultant – TCS, Chennai. Dr. G. Ramesh, Head – Administration Dr. I.Manju, Head – IQAC& Hod –ECE Dr. A. Balakrishnan, Head – Academics Dr.A.Devibala, Head – Research I/C Dr.A.Kamalaselvan, Head – TC Dr.S.Devikala, Co - Ordinator, Dept of Computing Sciences. Dr. R. Someswaran, HoD-Civil, MSAJCE Dr. S.Jayanthi, HoD-CSE, MSAJCE Dr. J.Jeha, HoD-EEE, MSAJCE</p>
	<p>Mr. D. Weslin, HoD-IT, MSAJCE Dr. M.Shunmuga Sundaram, HoD-Mech, MSAJCE Dr.A.Ammu Qudsiya, HoD – S & H Mr. V. Vigneswaran, Head – Placement, MSAJCE Mr.Abdul Gafoor, Admin Manager, MSAJCE Mr..M.Suresh Exam Cell Coordinator, MSAJCE Mrs.K.Saipriya,Alumni Cell - Coordinator</p>

Agenda:

- Admission
- Academic Performance & Research initiatives
- Quality Improvement Initiatives
- Placement training Initiatives
- Higher studies & Entrepreneurship
- Department development activities
- Student development activities

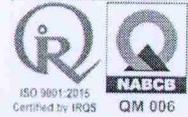

20/05/23

PRINCIPAL
MOHAMED SATHAK A.J. COLLEGE OF ENGINEERING
No. 34, Rajiv Gandhi Road, (OMR) SIPCOT - IT Park
Siruseri, Chennai - 603103.



The following points were discussed

- ❖ Dr.K.S.Srinivasan, Principal, MSAJCE welcomed the members and presented the action taken report of the previous Planning & Monitoring committee held on 08.10.2022.
- ❖ Dr.G.Ramesh Head / Administration presented the academic and administrative plan of the current academic year followed by Dr.I.Manju presented the details of skill development courses completed by the students in the current academic year.
- ❖ Dr.K.S.Badri Nathan, Dean / SVCE suggested the following points
 - All department faculty need to be trained in anyone Programming language to provide applications specific projects in the respective domains.
 - Assignments / projects may be allotted to students through a gamification process and the points earned may be converted to equivalent marks.
 - A curriculum for co curricular activities may be framed and CO – PO, CO – PSO attainments may be calculated.
 - More awareness to be created regarding patent filing among faculty and students particularly in design and idea patent.
- ❖ Mr.Venkat Sankar Narayanan CEO, Levergent Technologies suggested the following points
 - He encouraged the students to complete certification in German & Japanese Languages to get placements.
 - Students may be encouraged to complete courses related to business analytics. It has a huge placement opportunity. The students may also be encouraged to become members of professional bodies like International Institute of Business Analyst, ISACA (Information System Audit & Control Assosiation) & CISSP (Certified Information Systems Security Professionals) and complete online certifications.
 - Faculty may be deputed along with students undergoing internship.
 - Students may be given awareness regarding the industry environment and expectations in order to improve their learning outcomes.
 - Faculty should be aware of industry standards for technologies like mobile app applications, IoT, Cyber Security etc.
 - Students may be asked to search the web with 10 key words in emerging technologies like e-vehicle, green energy sources, etc. to update themselves. They may also be encouraged to subscribe to technical magazines/journals like Detroit, Mechanics inside, etc



- ❖ Mr. Abdul Jaleel Alumni and Supply Chain Manager, Star Bucks, Chennai suggested the following points.
 - Faculty may give simple problems/ questions to students every day, so that learning ability of students will improve.
 - The achievements of college, faculty, and students may be publicised through social media, buses and posters in a appropriate places.
 - Peer monitoring of students performance may be followed to improve the learning outcomes.
- ❖ Mr.A.Majed Arafat, Alumni & Consultant – TCS, Chennai suggested that cloud based training may be provided to the students. He also pointed out the pros and cons of Micro Soft Azure & AWS platforms.
- ❖ Mr.Muhamed Samir Alumni & Cyber Security Manager, Fidelity National Financial suggested the following points
 - Structured mentorship for IV year students by industry expert, alumni and faculty to enhance their communication skills, personality development and career development.
 - He volunteered to help students with courses in cyber security.
 - Students may be encouraged to do online certifications from associations like ISACA,etc to increase their CTC.
- ❖ Mr. R. Ramalingam Manager-HR Philips India Industries, Chennai suggested that an awareness about industry practices to be provided to the students from first year itself.
 - The courses offered in technology centre of MSAJCE may be given to external participants to popularize the facilities.

M. Sathak
120723

PRINCIPAL
-MOHAMED SATHAK A.J. COLLEGE OF ENGINEERING
No. 34, Rajiv Gandhi Road, (OMR) SIPCOT - IT Park
Siruseri, Chennai - 603 103.

Mohamed Sathak A J College Of Engineering, Chennai – 603103
Action Taken Report – Planning & Monitoring Committee Meeting

S.No		Point Discussed	Responsibility	Action Taken	Outcome
1	Dr. Badri Nathan, Dean-Educational Development, Sri Venkateswara College of Engineering, Chennai	All department faculty need to be trained in anyone Programming language to provide applications specific projects in the respective domains.	All Faculty	Planning internal workshop during Jan 2024.	In process. ✓
		Assignments / projects may be allotted to students through a gamification process and the points earned may be converted to internal marks.	All Faculty	Implemented process to all the students. IAT: 60 marks T&P: 20 marks Activity: 20 marks	All students got benefitted
		A curriculum for co curricular activities may be framed and CO – PO, CO – PSO attainments may be calculated.	Head - Academics	In Process	-
		More awareness to be created regarding patent filing among faculty and students particularly in design and idea patent.	Head - Research	1.IPR Cell Inaugurated on 18.08.2023. 2.Faculty are encouraged to file patents.	10 Patents filed through AICTE KAPILA Scheme is under progress
2	Mr.Venkat Sankar Narayanan CEO, Levergent Technologies	He encouraged the students to complete certification in German & Japanese Languages to get placements.	Head – T&P	Under planning	German = 87 Japanese = 108 French = 123 Hindi = 60
		Students may be encouraged to complete courses related to business analytics. It has a huge placement opportunity.	Concern HoD	Under Planning	-
		Faculty may be deputed along with students undergoing internship	All HoDs	Under Planning	-

Tamil Nadu Non-Mushkhatt.

		Peer monitoring of students performance may be followed to improve the learning outcomes.	Head - Academics	Two slow learners are mapped with interested student mentor for I year.	Mentors – 12nos. Mentee – 29 nos.
4	Mr.A.Majed Arafat, Alumni & Consultant – TCS,	Cloud based training may be provided to the students	Head – T& P	Signed an MoU with IBM for providing training.	In process <i>Planned. Let's start office</i>
	Mr.Muhammed Samir, Alumni & Cyber Security Manager Fidelity National Financial	Structured mentorship for IV year students by industry expert, alumni and faculty to enhance their communication skills, personality development and career development.	Head – T& P	Activity done through Alumni & Industry experts.	-
		Students may be encouraged to do online certifications from associations like ISACA,etc to increase their CTC	All HoD	Cyber Security foundation course is provided for II CSE, IT, CSBS, AIDS & ECE Students. Students are encouraged to complete Android, Google & Microsoft certifications.	213 students registered. <i>Palak</i>
	Mr. R.Ramalingam, HR, Preethi Home appliances	An awareness about industry practices to be provided to the students from first year itself.	Head – T& P	Various awareness programs conducted by alumni and Industrial experts.	240 I year students go benefitted.
		The courses offered in technology centre of MSAJCE may be given to external participants to popularize the facilities	Head - TCC	1. Got Approval from MoE for PMKVY4.0 Program and Planning to Training the external students in our technology centre and conducting workshops for School and Diploma Students. 2. Tech Jamboree & AI Go Rhythm for Polytechnic and School students is plan for every year.	In Progress Approximately 500+ students got benefitted in every year.

1. S. S. 16/12/23 (Dr. S. Gopinath)

2. Pradeep 16/12/2023 (PRADEEP KANAGARAJ)

3. Majed A. (MAJED ARAFA)

4. Venkat Sankaran (VENKAT SANKARAN)

Principal
15/12/23
Principal



MOHAMED SATHAK A.J. COLLEGE OF ENGINEERING

(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)



Ref.No: MSAJCE/IQAC-12/2022-23

Date: 23.09.2022

To: The Members of Planning and Monitoring Committee
Mohamed Sathak A J College of Engineering
Chennai - 603103

Greetings from Mohamed Sathak A J College of Engineering!!!

Dear sir,

Sub: Planning and Monitoring Committee meeting at MSAJCE - reg

I wish to bring to your kind notice that **Planning and Monitoring committee** meeting of our institute is planned to schedule on **08.10.22 (Saturday) at 2.30 PM**. In this regard, I request you to know your availability and convenience to attend the meeting.

Kindly confirm your presence

Thank you

Dr.K.S. SRINIVASAN
Principal
Mohamed Sathak A.J. College of Engineering
Siruseri IT Park, Chennai - 603 103.



MOHAMED SATHAK A.J. COLLEGE OF ENGINEERING
(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)



Planning and Monitoring Committee

The Planning and Monitoring committee held on 08.10.22. The following members attended the meeting

S.No	Name	Designation	Signature
1	Mr.Mohamed Sathak, Director, Mohamed Sathak Trust Chennai.	Chair Person	<i>Mohamed Sathak</i> 8/10/22
2	Dr.K.S.Srinivasan, Principal, MSAJCE, Chennai.	Member Secretary	<i>K.S.Srinivasan</i> 08/10/22
3	Dr. Badri Nathan, Dean-Educational Development Sri Venkateswara College of Engg-Chennai	Advisor	<i>Dr. Badri Nathan</i> 8/10/22
4	Mr.Rajesh Ramanujam, General Manager, Ford - Credit IT, Chennai	Advisor	-
5	Mr.Pradeep Kanagaraj, Associate Director, Hitachi, Chennai	Advisor	<i>Pradeep Kanagaraj</i>
6	Mr. Abdul Jaleel, Alumni and Supply Chain Manager, Star Bucks, Chennai.	Advisor	<i>Abdul Jaleel</i>
7	Mr.A.Raju, Infra Technology Manager, CTS, Chennai	Advisor	-
8	Mr.R.Ramalingam Manager-HR, Preethi Industries	Advisor	<i>R.Ramalingam</i>
9	Dr.R.Senthil Kumar, Head - Administration, MSAJCE, Chennai	Member	<u>Absent</u>
10	Dr. A. Balakrishnan, Head - Academics, MSAJCE, Chennai	Member	<i>A. Balakrishnan</i> 08/10/2022
11	Dr.I.Manju, Head - COE, MSAJCE, Chennai	Member	<i>I. Manju</i> 8/10/22
12	Dr.Poorna chandra Head - Research, MSAJCE, Chennai	Member	<i>Poorna chandra</i>
13	Dr. G.Ramesh Head - IQAC, MSAJCE, Chennai	Member	<i>G.Ramesh</i> 8/10/22
14	Mr.V.Vigneshwaran, Head - Training and Placement, MSAJCE, Chennai	Member	<i>V.Vigneshwaran</i> 8/10/22
15	Dr. Vedhavathi Head - CSE, MSAJCE, Chennai	Member	<i>Vedhavathi</i>
16	Dr. S.Prasath, Head - Mech, MSAJCE, Chennai	Member	<i>S.Prasath</i> 8/10/22
17	Dr.S.Rajakumar. Head - S&H, MSAJCE, Chennai	Member	<i>S.Rajakumar</i> 8/10/22
18	Dr. M. Sivakumar, Head - ECE, MSAJCE, Chennai	Member	<i>M. Sivakumar</i> 8/10/22
19	Dr. R. Someswaran, Head - Civil, MSAJCE, Chennai	Member	<i>R. Someswaran</i> 8/10/22
20	Mr. D. Weslin, Head - IT, MSAJCE, Chennai	Member	<i>D. Weslin</i> 8/10/22
21	Ms.K.Saipriya, Head - Alumni, MSAJCE, Chennai	Member	<i>K. Saipriya</i> 8/10/22
22	Dr.S.Vijayakumar, Chief Organizing Offices,MST, Chennai	Member	<u>Absent</u>
23	Dr.K.P.Santhosh Nathan, Manager - Students Affairs, MSAJCE, Chennai	Member	<i>K.P.Santhosh Nathan</i> 8/10/22
24	Dr. Jeha. J Head - EEE, MSAJCE, Chennai	Member	<i>Jeha. J</i>
25	M. Suresh In Exam cell	Member	<i>M. Suresh</i> 8/10/22



Minutes of Meeting – Planning and Monitoring Committee Meeting

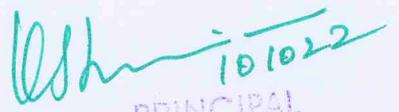
<p>Date: 8.10.2022 Agenda: – Planning and Monitoring Committee Meeting Venue: Board Room</p>	<p>Members Present</p> <p>Dr. K.S.Srinivasan, Principal, MSAJCE. Dr. K.S.Badrinathan, Dean, SVEC, Chennai Mr. Pradeep Kanagaraj, Hitachi Solutions, Chennai Mr. R.Ramalingam, Preethi Industries, Chennai. Dr. A.Balakrishnan, Head-Academics, MSAJCE. Dr. S.Poorna Chandra, Head-Research, MSAJCE. Dr. I.Manju, Head- TC & IR, MSAJCE. Mr. M.Suresh, Head - Exam cell, MSAJCE. Mr. V.Vigneshwaran, Head – Placement, MSAJCE. Dr. S. Prasath, HoD – Mech, MSAJCE. Dr. G. Ramesh, IQAC Co-Ordinator, MSAJCE. Dr. R.Rajkumar, HoD – S&H, MSAJCE. Dr. T.R.Vedavathy, HoD – CSE, MSAJCE. Dr. R.Someswaran, HoD / Civil, MSAJCE. Dr. M.Sivakumar, HoD – ECE, MSAJCE. Dr. J.Jeha, HoD-EEE, MSAJCE. Mr. D.Weslin, HoD– IT, MSAJCE. Ms. K.Saipriya, Alumni Coordinator, MSAJCE. Dr. K.P.Santoshnathan, Admin Manager, MSAJCE. Mr. Gafoor, Admin Manager, MSAJCE</p>
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Agenda:

- Admission Status
- Academic Performance.
- Placement Initiatives.
- Faculty / Student Development Initiatives.
- New Facility developed.
- Research Development Initiatives.
- Quality Improvement Initiatives.
- Proposal for New Course in the Year 2023 – 2024
- Forthcoming Events of the Academic Year 2022 – 2023

The following point were discussed

- Dr. K.S.Srinivasan, Principal, MSAJCE welcomed the members and presented the action taken report for the previous AAC meeting held on 15.10.2022.


10/10/22
PRINCIPAL
MOHAMED SATHAK A.J. COLLEGE OF ENGINEERING
No. 34, Rajiv Gandhi Road, (OMR) SIPCOT - IT Park
Siruseri, Chennai - 603 103.



- Dr. K.S.Badrinathan, Dean-Educational Development, Sri Venkateswara College of Engineering, Chennai appreciated the various initiatives of MSAJCE.
 - He suggested that students must be encouraged to enrol in online/offline courses to gain knowledge and that alumni may sponsor eligible students to complete paid online certifications from NPTEL, etc.
 - Dr. T.R.Vedavathy, Hod/CSE gave the department presentation and elaborated on the department activities.
 - Dr. K.S.Badrinathan, Dean-SVCE, enquired about the Outcome Based Education process and encouraged faculty to do it diligently.
 - Dr. I.Manju, Head –Technology Centres & Industry Relations gave a presentation on the Teaching Learning process followed in MSAJCE. She explained about the Skill Development Programs, Self Learning, Value Added Courses, Research & consultancy activities, Projects & competitions, Industry interaction and their outcomes.
 - Mr. Pradeep Kanagaraj, Director, Hitachi suggested that the student & faculty achievements be highlighted in social media and platforms like LinkedIn.
 - Mr. Pradeep Kanagaraj, Director, Hitachi strongly recommended providing Spoken English, Foreign language training to students. He also briefed on the career opportunities available and the advantages of learning a foreign language.
 - Mr. R.Ramalingam, HR, Preethi Home appliances suggested that the outcome of internship, industrial visits, projects may be reviewed by a committee to improve the impact.
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- Mr.R.Ramalingam, HR, Preethi Home appliances suggested that more awareness and guidance may be given to students for resume preparation. This activity may be done as a continuous process starting from 2nd year.
 - He suggested that the skill development training and academic courses should be more focused on practical applications.
 - Dr. K.S.Badrinathan, Dean-SVCE, suggested that Interest shall be developed among students of non circuit branches in learning coding by focusing on developing solutions to domain specific applications.
 - Dr. G.Ramesh, Head IQAC briefed about the quality initiatives taken in academic process, student support & administrative process. He briefed on the academic performance, placement, admission, student development and outreach activities

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10/10/22
PRINCIPAL
MOHAMED SATHAK A.J. COLLEGE OF ENGINEERING
No. 34, Rajiv Gandhi Road, (OMR) SIPCOT - IT Park
Siruseri, Chennai - 603 103.



of the college namely cultural, sports, Alumni etc.

- Dr. S.Poornachandar, Head Research briefed about research activities of the faculty members. He pitched the idea of using a one day exclusively for research work to improve the research publications and patents.
- The points discussed in academic advisory committee were discussed and ratified.

The committee ratified the following,

- i. Admission 2022-23 and advised to enhance by improving though the academic performance ,Graduation day,
- ii. Placement Training and Initiatives
- iii. The committee encouraged the initiatives of NBA, NAAC,ARIIA ranking, IIC ranking, R world ranking,
- iv. The committee also suggested participating in other national ranking such as NIRF.
- v. The committee also appreciated the new facility created – Air conditioned Auditorium at fourth floor, improving Wi-Fi facility in the campus, Godrej skill development centre, AICTE approval skill development courses offered through KARMA scheme.


10/10/22

PRINCIPAL
MOHAMED SATHAK A.J. COLLEGE
No. 34, Rajiv Gandhi Road, (OMD) Siruseri, Chennai
Siruseri, Chennai - 603 103.

Mohamed Sathak A J College Of Engineering, Chennai – 603103
Action Taken Report – Planning & Monitoring Committee Meeting – 08-10-2022

S.No		Point Discussed	Action Taken	Responsibility	Outcome
	Dr. Badri Nathan, Dean-Educational Development, Sri Venkateswara College of Engineering, Chennai	Suggested that students must be encouraged to enrol in online/offline courses to gain knowledge and that alumni may sponsor eligible students to complete paid online certifications from NPTEL, etc.	Students were motivated to do online/offline courses.	Head IQAC	Students completed the following Spoken Tutorial: 1006 Naan Mudhalvan :1133 Nalaiya thiran : 104 NPTEL : 04
		Briefed about the Outcome Based Education process and advised to adhere the same.	Outcome Based Education process is followed.. Awareness given to new faculty about OBE.	Head IQAC	All students were benefited and empowered with graduate attributes.
		Obtain Research centre status under Anna University	Inspection completed for Mech Dept. Research centre application submitted ECE Dept. All doctorates are encouraged to become supervisor under Anna University.	All HoDs	Improvement in research activities and outcomes.
		Obtain NBA or NAAC accreditation	NAAC accredited with A grade. SAR for ECE, Mech and CSE & IT dept submitted.	Head IQAC	Awaiting Inspection.
		Suggested that interest shall be developed among students of non circuit branches in learning coding by focusing on developing	Completed: 1. C Language Training 2. Java Full stack Development Ongoing:	Head T&P and All HoDs	1. 98 students benefited, of which 34 are non computing branch students.

		<p>Skill development training and academic courses should be more focused on practical applications.</p>	<p>All our technology centre courses implemented in the same concept.</p> <ol style="list-style-type: none"> 1. 19 courses provided in technology centres. 2. 6 courses offered by AICTE Karma. 3. AC and Refrigeration course offered under NSDC. 	<p>All HoDs</p>	<ol style="list-style-type: none"> 1. 647 students benefited from technology center courses. 2. 97 students benefited from Karma courses. 3. 70 students benefited from NSDC.
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The points discussed and ratified.

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 Mohamed Sathak A.J. College of Engineering
 No.34, Rajiv Gandhi Salai (OMR)
 Sipcot - IT Highway Egattur,
 Chennai - 603103.

20/5/23

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 20/5/2023

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MOHAMED SATHAK A.J. COLLEGE OF ENGINEERING

(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)



Ref.No: MSAJCE/IQAC-11/2022-23

Date: 23.09.2022

To: The Members of Academic Advisory Committee
Mohamed Sathak A J College of Engineering
Chennai - 603103

Greetings from Mohamed Sathak A J College of Engineering!!!

Dear sir,

Sub: Academic Advisory Committee meeting at MSAJCE - reg

I wish to bring to your kind notice that **Academic Advisory committee** meeting of our institute is planned to schedule on **01.10.22 (Saturday) at 2.30 PM**. In this regard, I request you to know your availability and convenience to attend the meeting.

Kindly confirm your presence

Thank you

Dr.K.S. SRINIVASAN

Principal

Mohamed Sathak A.J. College of Engineering
Siruseri IT Park, Chennai - 603 103.



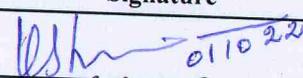
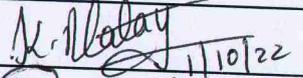
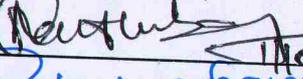
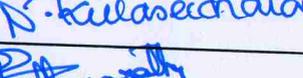
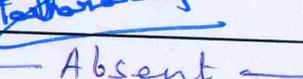
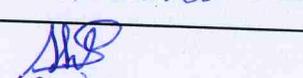
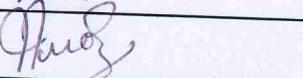
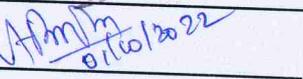
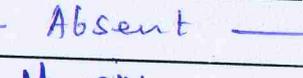
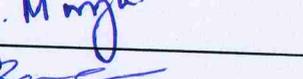
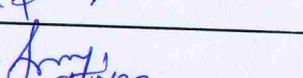
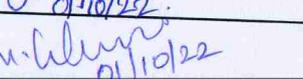
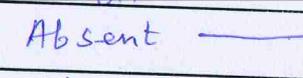
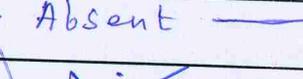
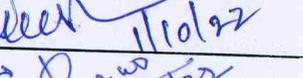
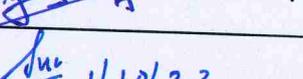
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Academic Advisory Committee

The Academic advisory committee held on 01.10.22. The following members attended the meeting

S.No	Name	Designation	Signature
1	Dr. K.S. Srinivasan, Principal, MSAJCE, Chennai	Chairman	 01/10/22
2	Dr. K. Malathi, Professor - Anna University, Chennai	Advisor	 11/10/22
3	Dr. N. Parthiban, Professor - SRM University, Chennai	Advisor	
4	Dr. N. Kulasekaram, Head - Research, Valeo India Pvt. Ltd, Chennai	Advisor	 11/10/22
5	Mr. P. Parthasarathy, Senior Manager, Godrej & Boyce Manufacturing Co. Ltd.,	Advisor	
6	Dr. S. Thenmozhi, Professor, St. Joseph College of Engineering, Chennai	Advisor	Absent
7	Mr. Ahamed Jameel A M T, Alumni Technical Consultant, HCL, Chennai	Advisor	
8	Mr. Feroz Khan, Alumni General Manager, Maersk, Chennai	Advisor	
9	Dr. A. Balakrishnan Head - Academics,	Member	 01/10/2022
10	Dr. S. Poornachandra Head - Research	Member	Absent
11	Dr. I. Manju Head - TC & IR	Member	
12	Dr. G. Ramesh Head - IQAC	Member	
13	Dr. S. Prasath Head - Mechanical	Member	
14	Dr. R. Someswarar Head - Civil	Member	
15	Dr. M. Sivakumar Head - ECE	Member	 01/10/22
16	Dr. J. Jeha Head - EEE	Member	 01/10/22
17	Dr. T. R. Vedhavathi Head - CSE	Member	Absent
18	Mr. D. Weslin Head - IT	Member	
19	Dr. S. Rajakumar Head - S&H	Member	 11/10/22
20	Mr. V. Vigneshwaran Head - Placement	Member	 11/10/22
21	Mr. M. Suresh Head - Exam cell	Member	 1/10/22



Minutes of Meeting – Academic Advisory Committee Meeting

Date: 1.10.2022

Agenda: Academic Advisory Meeting

Venue: Board Room

Members Present

Dr. K.S.Srinivasan, Principal, MSAJCE
Dr. K.Malathi, Prof / Anna University
Dr. N.Parthipan, Prof / SRMIST
Dr. N.Kulasekaran, Valeo India Pvt Ltd
Mr. P.Parthasarathy, Godrej & Boyce Mfg. Co, Chennai.
Mr. Ahamed Jameel A M T, Alumni, HCL, Chennai.
Mr. N.Feroz Khan, Alumni, GM, Maersk, Chennai
Dr. A.Balakrishnan, Head-Academics, MSAJCE.
Dr. I.Manju, Head- TC & IR, MSAJCE.
Mr. M.Suresh, Head - Exam cell, MSAJCE.
Mr. V.Vigneshwaran, Head – Placement, MSAJCE.
Dr. S. Prasath, HoD – Mech, MSAJCE.
Dr. G. Ramesh, IQAC Co-Ordinator, MSAJCE.
Dr. R.Rajkumar, HoD – S&H, MSAJCE.
Dr. R.Someswaran, HoD / Civil, MSAJCE.
Dr. M.Sivakumar, HoD – ECE, MSAJCE.
Mr. D.Weslin, HoD– IT, MSAJCE.

Agenda:

- Teaching Learning Process
- Academic Performance.
- Placement Initiatives.
- Student Development Activities
- Quality Improvement Initiatives.

The following point were discussed

- Dr.K.S.Srinivasan, Principal, MSAJCE welcomed the members and presented the action taken report of the previous AAC meeting held on 27.10.21.
- Mr.N.Kulasekaran suggested that alumni may sponsor for the Online Certification courses like NPTEL, Coursera, etc to deserving students to improve the number of certifications.
- Dr. K.Malathi advised that all the faculty to register in Vidwan Portal, as it may be useful for NAAC process.
- Mr.N.Parthiban, SRMIST suggested to form a committee to develop a digital portfolio.
- He suggested that startup and innovation proposals may be submitted to Tamil Nadu Startup Seed Grant Fund,(TANSEED) under Govt. of Tamilnadu startup initiative.



- He advised the faculty to involve in establishing startups that cater to the needs of students like e-learning platforms, GATE/Competitive exam coaching, etc.
- Mr.N.Kulasekaran, Valeo suggested to set up Centre of Excellence in collaboration with Dessault (Abaqus Unified FEA product suite- SIMULIA) under TIDCO-TANCAM scheme.
- Mr N.Parthiban, suggested that best projects and presentations may be posted on college youtube channel.
- After the review of previous meeting, Dr. Prasath, HoD –MECH made the department presentation.
- Mr.N.Parthiban, suggested that each department should prepare a strategic plan to improve the admission for the departments by improving placement, creating a strong alumni network, promotion through social media, etc.
- Mr.N.Feroz Khan, MAERSK suggested that the department should take initiatives to create awareness & publicize on the student development initiatives taken by the college in terms of skill development and training, its importance and the cost benefit of the training given from the technology centre.
- Mr.Jameel, Alumni President gave the following suggestions based on the students intraction.
 - i. Arrange placement training programme in core technologies for Mechanical and Civil students
 - ii. Suggested to implement biometric system for students to reduce the regular absentees
 - iii. Academic sessions should be taught in English.
 - iv. Arrange resume preparation session for the students. In this regard Mr.Kulasekaran suggested that standard template for MSAJCE resume may be prepared and circulated & Mr.Parthiban suggested that a LinkedIn profile may be created for all students
 - v. Arrange foreign language training programme for students to improve placement activities.
- In order to improve placements Mr. Feroz Khan suggested the following
 - i. Group the students in to three like Job seeking / pursue higher studies / to be a entrepreneur


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- ii. Create strong connects with alumni and HR of companies in which former students placed.
- In order to improve the image of overall college admission, placements and ranking members suggested the following points,
 - i. Publicize all the activities through media and
 - ii. Invite media person for all the important functions to promote various events.
 - iii. Increase the followers in the social media.
- The syllabus, course material for the following skill development courses conducted in various technology centres were discussed and ratified by the committee.

S.No	Name of the Courses	Organizing Department	Eligible Students
1	Electronic Circuit Design using MATLAB	ECE	ECE & EEE
2	Revit Architecture	Civil	Civil
3	QGIS	Civil	Civil
4	Labview	EEE	ECE & EEE
5	Non Destructive Testing	Mech	Mech
6	Electric Vehicle	EEE & Mech	EEE & Mech
7	3D Printing	Mech	All Departments
8	SCILAB	ECE	ECE, EEE, Mech & Civil
9	Drone Technology	ECE	ECE, EEE & Mech
10	CAD	Civil	EEE, Civil & Mech
11	Simulation of Electric Vehicle	EEE	ECE, EEE & Mech
12	3D modelling	Mech	Mech
13	STADPRO	Civil	Civil
14	IoT using Arduino	ECE	ECE & EEE

- The academic process, academic formats and procedures for the Academic Courses approved by Anna University were discussed.
- The various gaps in the curriculum R2021 published by the affiliated University were discussed and ratified the Curriculum Gaps. The committee suggested to send a representation to Anna University for the consideration.

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S.No	Department	Subject Name	Gap Identified
1	Mechanical Engineering	ME8691 Computer Aided Design and Manufacturing	Theory Course is removed from syllabus but Lab is included.
		ME8692 Finite Element Analysis	Theory Course is removed from syllabus. This course is essential to understand structural analysis
		ME8711 Simulation and Analysis Laboratory	Practical Course is removed from syllabus. This course is essential to understand and solve structural engineering problems.
2	Electronics and Communication Engineering	Microprocessor and Microcontroller	Theory Course is removed from syllabus. This course is essential to understand Embedded Systems & IoT.
3	Information Technology	IT3681 Mobile Application Development Laboratory.	Theory Course is removed from syllabus but Lab is included
4	Electrical and Electronics Engineering	Renewable Energy System.	Theory and Practical Course is removed from syllabus
5	Civil Engineering	CE8392 Engineering	Theory Course is removed from syllabus
		Geology	
		CE8703 Structural Design and Drawing	Theory Course is removed from syllabus
		CE3303 Water and Waste Analysis	EN8491 Water Supply Engineering and EN8592 Waste Water Engineering of R2017 combined as one subject
6	Computer Science and Engineering	Software Engineering	This Theory Course is a prerequisite course for Object Oriented software Engineering is removed from syllabus

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- The progress of various course under State government and Central Govt. were discussed
 - i. Naalaiya thiran
 - ii. Naan Mudhalvan Scheme
 - iii. Karma Scheme
 - Computer Hardware Network Maintenance
 - Refrigeration and Air Conditioning
 - AI-Machine Learning Developer
 - Additive Manufacturing (3D Printing)
 - Embedded system design using ARM / Cortex Micro Controller
 - Architectural Drafting and Basic 3D Design with Autodesk Revit
 - iv. Refrigeration & AC course by NSDC
 - The progress of the skill development course under BOSCH Industry Institute **Collaboration** was discussed and ratified.
 - The progress of the self learning course under Spoken Tutorial, IIT Bombay & NPTEL was discussed and ratified.

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Mohamed Sathak A J College Of Engineering, Chennai – 603103
Action Taken Report – ^{Academic} Advisory Committee Meeting

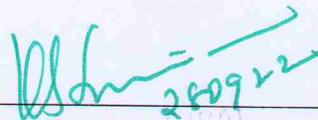
		Point Discussed	Action Taken	Responsibility	Outcome
1.	Dr.S.Malathi, Prof-ECE, Anna University	Concentrate more on research, paper publications and patent filing to obtain ARIIA, NIRF ranking.	1. The norms & incentives for faculty paper publication, patent filing and research was framed and circulated to faculty.	Principal & Head-Research	Between Nov 2021 to August 2022. 1. Seven Conference presentations 2. 12 publications in SCI & Scopus Journal 3. 1 publications in UGC care journal. 4. SERB POWER – 3 proposals STI HUB to DST – 1 proposal. Atal Incubation Centre – 1 proposal Atal Community Incubation Centre – 1 proposal submitted
			2. Participated in ARIIA ranking 2021. Participation in ARIIA 2022 in progress.	Principal & Head –TC & IR	Best Performer Ranking in ARIIA 2021.
			3. Planning to participate in NIRF ranking 2023 after improving the research substantially.	Principal & Head-Research	-
		Obtain Research centre recognition under Anna University.	Research centre application process is initiated for MECH & ECE Dept.	Principal & Head-Research	-
		Publish newsletter/ magazine and encourage student's contribution in	The Quarterly newsletter with Dr Reshmi, English Dept as editor is scheduled to be published for Oct 2022	All HoDs	-

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		technical as well as non-technical articles.						
		Improve online courses/ NPTEL/ Skill up gradation courses	Students trained under Bosch Industry Institute Collaboration	Head -TC & IR	128 students trained and certified in Entrepreneurship and nation building value courses			
						Students motivated to do technical courses in Spoken Tutorial , IITB	All HoDs	189 students certified in various technical courses
						Students motivated to register in NPTEL, MHRD.	All HoDs	59 students, 17 faculty enrolled in NPTEL between Nov 2021 to August 2022.
2	Dr. N Parthipan, Prof-CSE, SRMIST	Initiate international Internship programs	MoU signed with MIT square to facilitate international research collaborations and internship	Head -TC & IR, Head - Placement	19 students have registered for international internships			
		Give appreciation & weight age to students actively involving in internal projects, industry projects, competitions by way of social media post, circulars /internal marks, announce one student as Star of the Week – Department wise.	1. Appreciation given to student's internal projects, industry projects, competitions through certificates, circulars and social media post. 2. Norms to identify Best student, faculty, HoD, Dept framed.	All HoDs	1. Process to identify Best student, faculty, HoD, Dept completed for Sep 2022. 2. Appreciation certificate and cash award for academic excellence to be given by Alumni on 1.10.22			
		Create and use official mail id	Provided to all faculty and students	System Admin	557 students and 72 faculties use the mail id to be benefited by central govt and state govt schemes.			
		Use digital learning platforms such as Github	Google Class room is used. Initiatives for using other portals must be	All Faculty	All learning material, assignments and test communicated to students			


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		Software, Stack Overflow and use visualizing software tools Zoho Creator/ TABLEAU /Google support team/ Google dashboard in their teaching process	initiated.		through GCR.
3	Mr Kulasekaran, Valeo	Expedite the process for Establishing the Sathak Innovation& Incubation Hub and encourage student/faculty/alumni startup initiatives.	The Sathak Innovation and Incubation Foundation registered under 8B of companies act.	Head - IIC	4 companies have initiated the process under SIIF.
		One unit of every course be handled by industry experts.	Every working Saturday is earmarked for the industry expert talk through various professional associations.	All HoDs	
		Explore the use LabVIEW ,Scilab in all departments	Process initiated to identify real time applications in all domains and to create a manual.	HoD-ECE	
4	Mr. Mohamed Thahir, ZOHO Corporation	Train students in latest technologies	Done through skill development courses <ul style="list-style-type: none"> i. In various technology centres of MSAJCE ii. KARMA scheme initiated by Centrall govt. iii. Self learning platforms like NPTEL,Coursera, Spoken Tutorial, etc iv. Naan Mudhalvan & Naalaiya 	All HoDs	1. Even Senn


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Ref.No:MSAJCE/IQAC/2022-23/EVEN SEM/07

Date: 25.04.2023

To: The Members of Academic Advisory Committee
Mohamed Sathak A J College of Engineering
Chennai-603103

Greetings from Mohamed Sathak A J College of Engineering!!!

Dear Sir,

Sub: Academic Advisory Committee meeting at MSAJCE – reg

I wish to bring to your kind notice that **Academic Advisory Committee** meeting of our institute is planned to schedule on **13.05.2023 (Saturday) at 02.30 PM**. In this regard, I request you to make it convenient to attend the meeting.

Kindly confirm your presence

Thanking you


Principal 25/04/23



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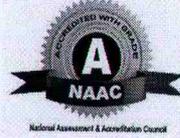
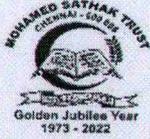


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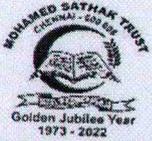
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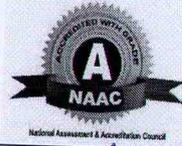
Academic Advisory Committee

Academic Advisory committee held on 13-05-2023. The following members attended the meeting.

S.No	Name	Designation	Signature
1.	Dr. K.S. Srinivasan Principal, MSAJCE, Chennai	Chairman	
2.	Dr. K. Malathi Professor / ECE, Anna University, Chennai	Advisor	
3.	Dr. N. Parthiban Professor / CSE, SRM University, Chennai	Advisor	
4.	Dr. N. Kulasekaran Head – Research, Valeo India Pvt. Ltd, Chennai	Advisor	A Hended through Online.
5.	Mr. P. Parthasarathy Senior Manager, Godrej & Boyce Manufacturing Co. Ltd., Chennai	Advisor	
6.	Dr. S. Thenmozhi Professor / Civil, St. Joseph College of Engineering, Chennai	Advisor	
7.	A-MISBAH Seniors Manager HR SAVISTA	Advisor	
8.	N. KRISHNA KUMAR REGIONAL HEAD - SOUTH TELECOM SECTOR SKILL COUNCIL	Advisor	
9.	ABDUL MAJEED SHIBLEE BD & Partners - USITE	Advisor	
10.	Dr. I.Manju, Head – IQAC & Hod -ECE	Member	
11.	Dr. G. Ramesh Head - Administration	Member	
12.	Dr. A. Balakrishnan Head - Academics	Member	
13.	Dr.A.Devibala Head - Research	Member	
14.	Dr.A.Kamalaselvan Head - TC	Member	
15.	Dr. R. Someswaran HoD-Civil	Member	
16.	Dr. S.Jayanthi HoD-CSE	Member	
17.	Dr. J.Jeha HoD-EEE	Member	
18.	Mr. D. Weslin HoD-IT	Member	
19.	Dr. M.Shunmuga Sundaram HoD-Mech	Member	



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20.	Mr. V. Vigneswaran Head - Placement	Member	
21.	Mr. Abdul Gafoor Head - Admission	Member	
22.	S. SUDHAKAR CHIEF LIBRARIAN	MEMBER	
23.	S. Vimalathithan Head - AIDS & CAS	Member	
24.	Dr. S. Desikala Prof / EEE Co-ordinator C&E & 2T	Member	
25.	J. RAJESH AP / MECH EXAM CELL	Member	
26.			
27.			
28.			
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31.			
32.			
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Minutes of Meeting - Academic Advisory Committee

<p>Date : 13.05.2023 Agenda : Academic Advisory Meeting Venue : Board Room</p>	<p><u>Members Present</u> Dr. K.S. Srinivasan Principal, MSAJCE. Dr. K. Malathi Professor. Anna University, Chennai. Dr. N. Parthiban Professor/SRMIST. Dr.N.KulasekaranValeo India Pvt.Ltd. Mr. P. Parthasarathy Senior Manager, Godrej & Boyce Manufacturing Co. Ltd. Dr. S. ThenmozhiProfessor / Civil, St. Joseph College of Engineering, Chennai. Mr.N.Krishnakumar, Regional Head – South Telecom Sector Skill Council, Chennai - Advisor Mrs.A.MisbahSenior Manager – HR, Savista Alumni Mr.Abdul Majeed ShibleeBD & Partners – USITE – Alumini Dr. A. Balakrishnan Head – Academics, MSAJCE Dr. I.Manju, Head – IQAC&HoD-ECE, MSAJCE Dr. G. Ramesh Head – Administration, MSAJCE Dr.A.Devibala Head – Research I/C, MSAJCE Dr.A.KamalaselvanHead – TC, MSAJCE Dr. R. SomeswaranHoD-Civil, MSAJCE Dr. S.JayanthiHoD-CSE, MSAJCE Dr. J.JehaHoD-EEE, MSAJCE Mr. D. WeslinHoD-IT, MSAJCE Dr. M.Shunmuga Sundaram HoD-Mech, MSAJCE Mr. V. Vigneswaran Head – Placement, MSAJCE Mr.Abdul Gafoor, Admin Manager, MSAJCE Mr.Rajesh Exam Cell Coordinator, MSAJCE</p>
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Agenda:

- Admission
- Academic Performance & Research initiatives
- Quality Improvement Initiatives
- Placement training Initiatives
- Higher studies & Entrepreneurship
- Department development activities
- Student development activities

Handwritten signature and date: 17/07/23

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The following points were discussed

- ❖ Dr.K.S.Srinivasan, Principal, MSAJCE welcomed the members and presented the action taken report of the previous AAC held on 01.10.2022.
- ❖ Dr.A.Balakrishnan, Head / Academics presented the academic performance of the current academic year followed by Dr.I.Manju presented the details of skill development courses completed by the students in the current academic year.
- ❖ Dr.N.Parthipan, Professor/SRMIST suggested the following points
 - Inter college teams can be formed to participate in Industrial / National / Inter National competitions.
 - An awareness program on GITHUB, Linked In may be provided to I year students.
 - He appreciated the initiatives taken by faculty to submit the proposals to various funding agencies and suggested that joint proposals may be submitted along with other Institute / University faculty.
 - The courses offered in technology centre of MSAJCE may be given to external participants to popularize the facilities.
 - Non computing branch HoDs may send request mail to department alumni who are in eminent position for assistance in placement.
 - International online courses like CS50X offered by Harvard University may be offered to CSE, IT, CSBS, AIDS, Cyber Security students along with the other online courses.
- ❖ Mr.Parthasarathy, Senior Manager, Godrej & Boyce Manufacturing Co. Ltd gave the following suggestions.
 - Faculty may be motivated to have higher targets for academic and research performance.
 - Students should be encouraged to take up courses that will enable them to earn while they learn.
 - Students should be encouraged to create solutions for real time problems.
- ❖ Mr.K.Krishnakumar Telecom suggested the following points
 - Faculty may include statistical data on the current industries demands while giving career counselling to the students.
 - The students should be encouraged to provide innovative solutions to real time problems of MSAJCE. Competitions or Hackathons may be conducted in this regard.

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- Self learning clubs on agriculture, soil & water analysis, Robotics, Renewable energy etc may be formed.
 - The college should connect with to various industrial associations like AIMA (Ambattur Industrial Estate Manufacturers Association)) GIMA (Guindy Industrial Estate Manufacturers Association) to get more internship, placements & other industry related activities.
 - The college may connect with Skill sector councils and provide training to students through NASSCOM, CII etc.
 - The internship may be provided through National Apprenticeship Promotion Scheme (NAPS).
- ❖ Dr.Malathi Professor, Anna University gave the following suggestions.
- Insisted all faculty need to know CO – PO mapping, Teaching Learning Process, faculty data, placements and students performance information to face the NBA inspection.
 - Faculty should be encouraged to submit two proposals per year. He recommended that the student chapter for IEEE be established in MSAJCE.
 - Discussed about various NSS activities to be carried out in adopted villages of MSAJCE.
 - Insisted to increase the number of core company placements and number of paper publications.
- ❖ Ms.Misbah Senior Manger – HR, Savista – Alumni suggested that career counseling may be provided to students through alumni.
- She suggested that faculty should be trained in latest technology and students may be given domain specific training.
- ❖ Dr.Shunmugasundaram, HoD Mechanical, Mr.D.WeslinHoD/IT &Dr.J.JehaHoD EEE presented the academic performance & students activities of their department. The following courses planned to be conducted in various technology centre during the academic year 2023 -2024 was presented and ratified by the committee.


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Placement Training for the Academic Year 2023 - 2024

Year	Batch	Odd Sem	Duration	Certified By
I Yr	2023 - 2024	Code Thantra(For all students)	One Year	AICTE - NEAT Code Tantra
		Computer Hardware & Networking	One Year	AiCTE - Karma - NSDC
		Soft Skill Training (For all students)	30 Days	Nexon
		Induction Program Activities	21 days	Anna University
II Yr	2022 - 2023	Code Thantra(For all students)	One Year	AICTE - NEAT Code Tantra
		Computer Hardware & Networking	One Year	AiCTE - Karma - NSDC
		Soft Skill Training (For all students)	30 Days	Nexon
		Electric Vehicle / Renewable Energy / Robotics	One Year	Nexon - MSAJCE - Start-up
		Electrical Applainaces Service & Maintenance	One Sem	Godrej - Disha Manufacturing
		Architectural Drafting & 3D Design - Revit	One Sem	AiCTE - Karma - NSDC
		Web & Mobile App Development	One Year	Nexon&OpenWave
		Digital Marketing / 3D Printing	One Sem	Nexon - MSAJCE - Alumni
		Code Thantra(For all students)	One Year	AICTE - NEAT Code Tantra
III Yr	2021 - 2022	Non Destructive Testing (Mech, EEE & Civil)	One Sem	MSAJCE & Industry Partner
		Soft Skill Training (For all students)	30 Days	Nexon
		AIML / Cyber Security / ARVR / Block Chain / Mobile App	One Year	Nexon - MSAJCE - Start-up
		Refridgeration& Airconditioning (Mechanical& EEE)	One Sem	Godrej - Disha Manufacturing&AiCTE - Karma - NSDC
		Advanced Revit Architecture (Civil)	One Sem	Nexon&Pedicore - Autodesk
		Embedded IOT & Drone (Open to all branches)	One Year	Nexon& Industry
		3D Printing & CNC (Mech)	One Year	Nexon& Industry
IV Yr	2020 - 2021	Code Thantra(For Training Students only)	One Year	AICTE - NEAT Code Tantra
		Non Destructive Testing (Mech, EEE & Civil)	One Sem	MSAJCE & Industry Partner

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Soft Skill Training (For Training Students only)	30 Days	Nexon
Microsoft Azure/ Full Stack / RPA	One Year	Nexon - MSAJCE - Industry
Refridgeration& Airconditioning (Mechanical& EEE)	One Sem	Godrej - Disha Manufacturing&AiCTE - Karma - NSDC
Advanced Revit Architecture (Civil)	One Sem	Nexon&Pedicore - Autodesk
Embedded IOT & Drone (Open to all branches)	One Year	Nexon& Industry

M. Sathak
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Mohamed Sathak A J College of Engineering, Chennai – 603103

Action Taken Report AAC Meeting / Feedback (Dated 13.05.2023)

S.No	Suggested By	Point Discussed	Responsibility	Action Taken	Outcome
1	Dr.N.Parthipan, Professor / SRMIST	Inter-college teams can be formed to participate in Industrial / National / international competitions.	All faculty	Teams formed and motivated them to participate in various competitions.	<ul style="list-style-type: none"> ➤ 27 teams participated in Smart India Hackathon. ➤ 3 teams participated and 1 team shortlisted for next stage 2 in E Yantra. ➤ Participated Makeathon 2023 by CII and ICT ACADEMY Shortlisted in top 100 institutions in TamilNadu Level Event. ➤ Team participated in AR/VR Designathon by IIT Guahati and got 3rd place among 13 finalist.
2		An awareness program on GITHUB, LinkedIn may be provided to I year students.	Head Training and Placement	<p>In order to create an Awareness on GITHUB and LinkedIn</p> <ol style="list-style-type: none"> 1. Conducted an Awareness Session on LinkedIn Account Usage and Its Importance 2. In order to bring an awareness on GITHUB Account Conducted much Mock session using 	<ul style="list-style-type: none"> ➤ Linked in workshop organized for all the first, second and third year students for awareness. ➤ LinkedIn account opened for all the students. ➤ Students & faculty started using the LinkedIn account. ➤ Students taking many mock sessions from GITHUB Platform.

					GITHUB Account for the placement registered students and also conducted the intercollege Codeathon Competition by using GITHUB Platform which was completely conducted by our students.	
3		Joint proposals may be submitted along with other Institute / University faculty.	All HoDs		All doctorates are motivated to submit collaborative proposal	<ul style="list-style-type: none"> ➤ Institute level 3 proposals submitted at institute level. ➤ Collaborative research with other institutes – In progress.
4		The courses offered in technology centre of MSAJCE may be given to external participants to popularize the facilities.	Head Technology Centre and Industrial Relations		Registered for PMKVY4.0 Program and Planning to Training the external students in our technology centre and conducting workshops for School and Diploma Students.	In Progress
5		Non computing branch HoDs may send request mail to department alumni who are in eminent position for assistance in placement.	All HoDs		Mail sent to some of the Alumni	Extending their support – work in progress
6		International online courses like CS50X offered by	Head TC , Head - Training & Placement.		Under Planning	-

		Harvard University may be offered to CSE, IT, CSBS, AIDS, Cyber Security students along with the other online courses.			
7	Mr.Parthasarathy, Senior Manager, Godrej & Boyce Manufacturing Co. Ltd	Faculty may be motivated to have higher targets for academic and research performance		<ol style="list-style-type: none"> 1. Academic and Research Target is set by the each faculty. All faculty members are advised to achieve the same. 2. Senior faculty members are allocated for each dept to monitor the EPC classes for improving the academic results. 	In Progress.
8		Students should be encouraged to take up courses that will enable them to earn while they learn.	Head Technology Centre and Industrial Relations	<ol style="list-style-type: none"> 1. Computer Hardware & Networking. 2. Refrigeration & Air conditioning. 3. Web Development & App development. 4. Encouraging Self learning. 	<ul style="list-style-type: none"> ➤ 30 students from 1st year. ➤ 20 students from 2nd year Are pursuing.
9		Students should be encouraged to create solutions for real time problems.	Head Technology Centre and Industrial Relations	Motivated to participate in state level & national level competitions.	<ul style="list-style-type: none"> ➤ 27 teams participated in Smart India Hackathon. ➤ 3 teams participated and 1 team shortlisted for next stage 2 in E Yantra.

						<ul style="list-style-type: none"> ➤ Participated Makeathon 2023 by CII and ICT ACADEMY & Shortlisted in top 100 institutions in TamilNadu Level Event. ➤ Team participated in AR/VR Designathon by IIT Guahati and got 3rd place among 13 finalist. ➤ 2 teams were awarded winners & 4 teams were recognised as notable participants in Mapathon competition.
10	Mr.K.Krishnakumar, Telecom	Faculty may include statistical data on the current industries demands while giving career counselling to the students		Head Technology Centre and Industrial Relations	Organised 'Engineers Edge' career guidance programme. 20 industry experts participated and discussed about career opportunities in different sectors.	The students got benefitted more no. of such events to be planned and organised.
11		The students should be encouraged to provide innovative solutions to real time problems of MSAJCE. Competitions or Hackathons may be conducted in this regard.		Head Technology Centre and Industrial Relations	Under planning	-
12		Self learning clubs on agriculture, soil & water		Head Technology Centre and Industrial Relations	Clubs for Robotics and Energy	Underplanning.

		analysis, Robotics, Renewable energy etc may be formed.		Ecosystem formed	
13		College should connect with to various industrial associations like AIMA (Ambattur Industrial Estate Manufacturers Association)) GIMA (Guindy Industrial Estate Manufacturers Association) to get more internship, placements & other industry related activities	Head Training and Placement	1. Signing MOU with AIEMA in pipeline. 2. MSME – HI/BI approval inspection completed	<ul style="list-style-type: none"> ➤ Started Sending students to the Industrial Visit to the Companies under AIEMA. ➤ Waiting for approval.
14		College may connect with Skill sector councils and provide training to students through NASSCOM, CII etc.	Head Training and Placement	Signing an MOU with NIELIT and with Telecom Skill Sector is in pipeline.	<ul style="list-style-type: none"> ➤ For PMKVY4.0 – 240 students are shortlisted to enroll.
15		Internship may be provided through National Apprenticeship Promotion Scheme (NAPS).	Head Training and Placement	In process	-
16	Dr.K.Malathi Professor, Anna University	Insisted all faculty need to know CO – PO mapping, Teaching Learning Process, faculty data, placements and students performance information to face the NBA inspection.	Head - IQAC	OBE Awareness Program by Dr.Badrinath, SVCE, Chennai conducted for all the faculty members.	<ul style="list-style-type: none"> ➤ All faculty were benefited and understood the process of OBE. ➤ Awareness created among students by conducting workshop and displaying the posters in Class rooms and Labs.
17		Faculty should be	All doctorates	All doctorates are	In Progress

		encouraged to submit two proposals per year.		encouraged to submit the proposal.	
18		The student chapter for IEEE is to be established in MSAJCE.	HoDs ECE,EEE,CSE,IT	-	Under planning
19		Insisted to increase the number of core company placements and number of paper publications.	Head Training and Placement		Initiative taken
20	Ms.Misbah Senior Manger – HR, Savista	Suggested that faculty should be trained in the latest technology and students may be given domain-specific training.	All faculty		Faculty are motivated to attend the training organised by AU, NITTTR, ICT Academy & our technology centres.

1.  - K. MALATHI
2.  [P. PARTHASARATHY]
3.  [Ahamad Jameel AMI]
4.  - SRIKANTH K.

 091223
Principal

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Statutory Bodies & Functional Committees

w.e.f August 2022

PRINCIPAL
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34, Rajiv Gandhi Road (OMR), Siruseri, IT Park
Chennai-603 103.



1. Governing Council

S.No	Name	Designation	Email
1.	Alhaj. S.M. Yousuf Sahib Chairman Mohamed Sathak Trust, Chennai.	Chairman	sathaktrust@vsnl.com
2.	Janaba. S.M.H. Sharmila Secretary Mohamed Sathak Trust, Chennai.	Member	sathaktrust@vsnl.com
3.	Janab. P.R.L. Hamid Ibrahim Executive Director Mohamed Sathak Trust, Chennai.	Member	sathaktrust@vsnl.com
4.	Mr. S.M.Y. Mohamed Sathak Campus Director Mohamed Sathak Trust, Chennai.	Member	mohamedsathak@hotmail.com
5.	Dr. T.V. Gopal Prof / CSE, Anna University, Chennai.	University Nominee	gopal@annauniv.edu
6.	Dr. S. Murugavel Prof / TPGIT, Vellore,	DOTe Nominee	smurugavel27@gmail.com
7.	Dr. B. Anbu Thambi Head, Strategy & Partnerships L & T EduTech, Chennai / Former VP, ICT Academy	Member	Info1@ictacademy.in
8.	Mr. Arul Rajkumar VP IT Operations, Ford Motors Pvt.Ltd.	Member	arajkuma@yahoo.com
9.	Dr. R. Subramani Director, IBM, Chennai.	Member	profsrksarma@gmail.com
10.	Dr. G. Kulanthaivelu Prof / Head – ECE, NITTTR, Chennai.	Member	gkveldr@gmail.com
11.	Principal MSAJCE, Chennai.	Member Secretary	principal@msajce-edu.in
12.	Head - Administration MSAJCE, Chennai	Member	headadmin@msajce-edu.in
13.	Head - Academics MSAJCE, Chennai.	Senior Faculty Member	ac@msajce-edu.in
14.	Head - IQAC MSAJCE, Chennai.	Senior Faculty Member	iqac@msajce-edu.in
15.	Head - Admission MSAJCE, Chennai.	Senior Faculty Member	admission@msajce-edu.in
16.	Head - Research MSAJCE, Chennai.	Senior Faculty Member	headresearch@msajce-edu.in
17.	Head - TC & IR MSAJCE, Chennai.	Senior Faculty Member	headir@msajce-edu.in

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The Governing Council besides being the supreme administrative authority of the college, shall have the following functions:

- To monitor the academic and other related activities of the college
- To consider the recommendations of the Staff Selection Committee
- To consider the important communications, policy decisions received from the University, Govt, AICTE etc.
- To monitor the students and faculty development programmes
- To consider the recommendations of the Planning & Monitoring Board of the college for implementation
- To pass the annual budget of the college.



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2. Planning and Monitoring Board

S.No	Name & Designation	Category	Email
1.	Mr. Mohamed Sathak Campus Director Mohamed Sathak Trust, Chennai.	Chair Person	mohamedsathak@hotmail.com
2.	Principal MSAJCE, Chennai.	Member Secretary	principal@msajce-edu.in
3.	Dr. K.S. Badri Nathan Dean-Educational Development Sri Venkateswara College of Engg. Chennai.	Advisor	badri@svce.ac.in
4.	Mr. Rajesh Ramanujam General Manager Ford - Credit IT, Chennai	Advisor	cbe_rajesh@yahoo.com
5.	Mr. Pradeep Kanagaraj Associate Director, Hitachi, Chennai	Advisor	panagaraj@hitachisolutions.com
6.	Mr. Abdul Jaleel Alumni and Supply Chain Manager, Star Bucks, Chennai.	Advisor	abdulmyjaleel@gmail.com
7.	Mr. A. Raju Infra Technology Manager, CTS, Chennai	Advisor	raju.anbu@gmail.com
8.	Mr. R. Ramalingam Manager-HR Preethi Industries, Chennai.	Advisor	ramalingam.r@preethi.in
9.	Head - Administration MSAJCE, Chennai	Member	headadmin@msajce-edu.in
10.	Head - Academics MSAJCE, Chennai	Member	ac@msajce-edu.in
11.	Head - TC & IR MSAJCE, Chennai	Member	headir@msajce-edu.in
12.	Head - Research MSAJCE, Chennai	Member	head.research@msajce-edu.in
13.	Head - IQAC MSAJCE, Chennai	Member	iqac@msajce-edu.in
14.	Head - Training and Placement MSAJCE, Chennai	Member	placement@msajce-edu.in
15.	Head - All the Departments MSAJCE, Chennai	Member	allhods@msajce-edu.in
16.	Head - Examcell MSAJCE, Chennai	Member	examcell@msajce-edu.in
17.	Head - Alumni MSAJCE, Chennai	Member	alumni@msajce-edu.in
18.	Head - Admission MSAJCE, Chennai	Member	admission@msajce-edu.in
19.	Head - Hostel MSAJCE, Chennai	Member	headhostel@msajce-edu.in



Roles and Responsibility of Planning and Monitoring Board

- To review the academic and other related activities of the college
- To review the students and faculty development programmes
- To visualize and formulate perspective plans for the development and growth of the college
- To formulate Master Plan for campus development, facilitating implementation of the provision of the perspective plan
- To draw new schemes of development for the college
- To plan for resource mobilization through industry interaction, consultancy & extra-mural funding
- To promote research and extension activities in the college campus
- To promote teaching innovations and student placement programmes
- To plan for sustaining the quality of education, quality improvement and accreditation of the college
- To recommend schemes to promote participation of academic departments in community development activities in the region
- To consider such other activities for furtherance of academic excellence

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3. Academic Advisory Board

S.No	Name	Designation	Email
1.	Dr. K.S. Srinivasan Principal MSAJCE, Chennai	Chairman	principal@msajce-edu.in
2.	Dr. K. Malathi Professor / ECE Anna University, Chennai	Advisor	mala@annauniv.edu
3.	Dr. N. Parthiban Professor / CSE SRM University, Chennai	Advisor	parthiban@srmist.edu.in
4.	Dr. N. Kulasekaran Head - Research Valeo India Pvt. Ltd, Chennai	Advisor	kulasekharan.narasingamurthi@valeo.com
5.	Mr. P. Parthasarathy Senior Manager Godrej & Boyce Manufacturing Co. Ltd., Chennai	Advisor	psarathy@godrej.com
6.	Dr. S. Thenmozhi Professor / Civil St. Joseph College of Engineering, Chennai	Advisor	thenmozhissiet@gmail.com
7.	Mr. Ahamed Jameel A M T Alumni & Technical Consultant HCL, Chennai	Advisor	ahamed.coolin@gmail.com
8.	Mr. N. Feroz Khan Alumni & General Manager Maersk, Chennai	Advisor	feroz008@gmail.com
9.	Head - Administration MSAJCE, Chennai	Member	headadmin@msajce-edu.in
10.	Head - Academics, MSAJCE, Chennai	Member	ac@msajce-edu.in
11.	Head - Research MSAJCE, Chennai	Member	head.research@msajce-edu.in
12.	Head - TC & IR MSAJCE, Chennai	Member	headtcir@msajce-edu.in
13.	Head - IQAC MSAJCE, Chennai	Member	iqac@msajce-edu.in
14.	Head - All the Departments MSAJCE, Chennai	Member	allhods@msajce-edu.in
15.	Head - Placement MSAJCE, Chennai	Member	placement@msajce-edu.in
16.	Head - Admission MSAJCE, Chennai	Member	admission@msajce-edu.in



Roles and Responsibility of Academic Advisory Board

- To review the academic and other related activities.
- To review the students and faculty development activities
- To visualize & formulate perspective plans for the development and growth of the department
- To plan for resource mobilization through industry interaction, consultancy & extra-mural funding for every department
- To suggest & promote research and extension activities in the department
- To suggest & promote teaching innovations and student placement activities
- To plan for sustaining the quality of education, quality improvement and accreditation of the department
- To recommend schemes to promote participation of academic departments in community development activities in the region
- To consider such other activities for furtherance of academic excellence
- To suggest suitable mentor mechanism to improve academic results.

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4. Complaints/Grievance Redressal / Disciplinary / Vishaka Committee / Posh Cell

S. No	Name	Category	Contact Details
1	Ms.S.Usha, AP / English, MSAJCE, Chennai.	Convener	9789275232
2	Principal, MSAJCE, Chennai	Co – Convener	9444300499
3	Mrs.Adhilakshmi Logamurthy Advocate & Legal Consultant	External Member	9841014926
4	Mr.Hussain Basha -NGO- 1. Master Mind Consultant, Chennai.	External Member	7397733573
5	Dr.Ushaa Eswaran - NGO-2 Counselor & Consultant	External Member	8939073706
6	Mr.K.Sivaraman Advocate	External Member	94443346322
7	Mr.Chandrasekaran, Sub Inspector of Police	External Member	9840205811
8	Dr.O.S.Ayisha, Vice Principal, MSCAS, Chennai	External Member	9176497549
9	Head - Academics, MSAJCE, Chennai	Member	9843131725
10	Head – Administration MSAJCE, Chennai.	Member	9443010256
11	Dr.K.P.Santhoshnathan PED, MSAJCE, Chennai.	Member	9840886992
12	Mr.Abdul Gafoor Manager, Student Affairs	Member	9940319629
13	Parent Representative	Member	-
14	PaRepresentative	Member	-
15	Students Representatives: Mr.Aathif Jamaludeen, IV Mech. Mr.S.Salman, III Mech. Mr.Satheeshkumar, III ECE. Ms.Pattapu Prathusya, IV ECE.	Member	-

The function of the cell is to look into the complaints lodged by any student and staff, and judge its merit. The Grievance cell is also empowered to to address genuine problems and complaints of students and staffs whatever be the nature of the problem. Anyone with a genuine grievance may approach the department members in person, or in consultation with the Students Councilor. In case the person is unwilling to appear in self, grievances may be dropped in writing at the letterbox/suggestion box of the Grievance Cell at reception table.



Objective:

The objective of the Grievance Cell is to develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the institute. A Grievance Cell should be constituted for the Redressal of the problems reported by the staffs and Students of the College with the following objectives:

- Maintain the dignity of the College by ensuring strife free atmosphere in the College through promoting cordial Student-Student relationship and Student-Staff relationship etc.
- Encouraging the Students to express their grievances / problems freely and open minded, without any fear of being victimized.
- Suggestion / complaint Box is installed in the reception table in which the Students / staffs , who want to remain anonymous, put in writing their grievances and their suggestions for improving the Academics / Administration in the College.
- Advising all staffs and students to be affectionate with each other and not behave in a vindictive manner towards any of them for any reason.

MECHANISM FOR REDRESSAL OF GRIEVANCES OF STUDENTS and STAFF

The cell will deal with Grievances received in writing from the students about any of the following matters from the aggrieved students / staffs.

- a. Academic Matters: Related to class room teaching, class room management, completion of syllabus, teaching methods, attendance etc
- b. Administrative Matters related to timely issue of duplicate Mark-sheets, Bonafide, Transfer Certificates, Conduct Certificates or other examination related matters.
- c. Financial matters: Related to dues and payments for various items from library, hostels etc.
- d. Harassment by colleague students or the teachers etc: Sexual harassment - any kind of physical or mental harassment
- e. Other Matters: Related to certain misgivings about conditions of sanitation, preparation of food, availability of transport, victimization by teachers etc.

The cases will be attended promptly on receipt of written grievances from the students.

1. The cell formally will review all cases and will act accordingly as per the Management policy.
2. The cell will give report to the authority about the cases attended to and the number of pending cases, if any, which require direction and guidance from the higher authorities.

Procedure for lodging complaint:

- The students may feel free to put up a grievance in writing
- The Grievance Cell will act upon those cases which have been forwarded along with the necessary documents.
- The Grievance Cell will assure that the grievance has been properly solved in a stipulated time limit provided by the cell.



The Grievance Redressal Cell convenes meetings periodically and takes steps to redress the grievance. The process flow as follows.

Students and staff complaints → Department grievance committee → Institute level grievance → Central grievance committee

There will be Grievance Redressal Committees at the Department / Institute / Central level to deal with the grievances of the students and staff.

1. Department level Grievance Redressal Committee will be as under:

- i. Head of the Department – Chairman
- ii. Faculty Advisor and Senior faculty of the department

This committee will deal with the Grievance related to Academic and Administrative matters of the Department.

2. Institute level Grievance Redressal Committee will be as under:

- i. Convener Grievances Redressal Committee - Chairman
- ii. Up to 5 (five) members to be appointed by the Head of Institute as members from grievances redressal committee

This committee will deal with all the Grievances directly which is related to the common problems at Institute level both Academic and Administrative. In addition, this committee will also entertain the appeal filed by the student against the decision of the Department level committee.

3. Central Grievance Redressal Committee will be as under:

- i. Principal - Chairman
- ii. Convener Grievances Redressal Committee
- iii. NGO and Parent members nominated by the Principal
- iv. Senior professor

This committee will deal with all the Grievances directly which is related to the common problems at institute level both Academic and Administrative. In addition, this committee will also entertain the appeal filed by student against the decision of the Institute level committee.

Procedure for Redressal of Grievances

1. An aggrieved student who has the Grievance or Grievances at the Department level shall make an application first to the HoD. The Head of Department after verifying the facts will try to redress the grievance within a reasonable time. If the student is not satisfied with the verdict or solution of the HoD, then the same should be placed before the Department level committee.



2. If the student is not satisfied with the decision of Department committee, he/she can submit an appeal to the Institute level grievance committee within a week from the date of the receipt of the reply from the Department level committee.
3. The convener of Institute grievance committee, after verifying the facts and the papers concerned and having discussion within the Chairman of the Department committee will place the matter before the Institute level committee which shall either endorse the decision of the Department level committee or shall pass appropriate order in the best possible manner within a reasonable time.
4. If the student is not satisfied with the Redressal offered by the Institute level committee and feels that his/her Grievance is not redressed, he/she can submit an appeal to the central grievance committee within a week from the date of receipt of decision with the relevant details.
 - While dealing with the complaint the committee at all levels will observe law of natural justice and hear the complainant and concerned people.
 - While passing an order on any Grievance at any level the relevant provisions of act / Regulations should be kept in mind and no such order should be passed in contradiction of the same.
 - The student will submit the application of Grievance or appeal to the Institute level committee or central grievance Redressal committee, as the case may be, through the Head of Department and Head of Institute concerned.

RESPONSIBILITY FOR REDRESSAL

1. The final responsibility for grievance Redressal rests with the Principal of the college.
2. The college expects that grievance Redressal be time bound and result oriented. Every grievance is expected to be resolved within a reasonable period.
3. The grievance Redressal cell of the college shall monitor status and progress of grievance Redressal and shall furnish report on grievance Redressal position to the Principal.

Powers: -

- In case of any grievance the members of the cell are empowered to sort out the problems at their level through discussion with students.
- In case the members fail to find out any solution then the matter is referred to the Principal for final commitment on the matter.
- Considering the nature and depth of the grievances due inquiry is made by the members of the cell and through personal discussion the matter is solved. If anybody is found to be guilty for any kind of nuisance he or she is given punishment with due consideration with



The Principal, the nature of punishment, information to the police (if situation arises for so) and expelling from the college are as per the rule of the institute.

Exclusions:

The grievance Redressal cell shall not entertain the following issues:

- Decisions of the Governing body, Academic council, Board of studies and other administrative or academic committees constituted by the University.
- Decisions with regard to award of scholarship, fee concessions, medals etc; • Decisions made by the University with regard to disciplinary matters and misconduct.
- Decisions of the University about admissions in any courses offered by the institute.
- Decisions by competent authority on assessment and examination result.

Composition:

The cell is having the provision of being reconstituted every year if situation arises for so by the Principal himself along with suggestions sought from the in charge administrative body. Care has to be taken to select staff members from each stream.

PRINCIPAL
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5. Anti-Ragging Committee & Squad

S.No	Name	Designation	Category	Contact Details
1	Dr.K.S.Srinivasan	Principal MSAJCE, Chennai	Chairman	9444300499
2	Dr.A.Balakrishnan	Head — Student Affairs, MSAJCE, Chennai	Convener	8610141297
3	Dr.G.Ramesh	Head - Admin, MSAJCE, Chennai.	Member	9443010256
4	Mr.V.Vigneshwaran	Head — Placement; MSAJCE, Chennai	Member	7904117425
5	Dr. K. P. Santhosh Nathan	PED, MSAJCE, Chennai	Member	9840886992
6	Mr.A.Abdul Gafoor	Admission Officer, MSAJCE, Chennai.	Member	9940319629
7	Dr.R.Someswaran	Asst.Prof/Civil	Member	9706572154
8	Dr.M.Sivakumar	Asst.Prof/ECE	Member	9865411792
8	Mr.C.Venkatesh	AP / EEE, MSAJCE, Chennai	Member	8978090678
9	Mrs.Jebamalar	AP / CSE, MSAJCE, Chennai	Member	9489188556
10	Mrs.P.Anusuya	AP/ ECE, MSAJCE, Chennai	Member	9080547313
11	Mrs.V. Shobana	AP / Physics, MSAJCE, Chennai	Member	7449018960
12	Student Representatives		Member	-

Ragging in any form is totally prohibited in and outside the campus of Mohamed Sathak AJ College of Engineering. It is the objective of every member of MSAJCE community consisting of the Management, Faculty and Staff members and as well as all students and their parents/guardians to make the College a 'Ragging free' Institution and ensure a conducive environment for fresher's to adapt to the changes that the college life may demand on them and grow up along with their seniors.

The College is committed to follow all Regulations and Guidelines promulgated by the UGC, AICTE and Honorable Supreme Court and other higher authorities from time to time. The college will not permit or condone any incident of ragging in any form and will take all necessary and required measures to achieve the objective of eliminating ragging, within the institution or outside. The College will follow the UGC Regulations on curbing the menace of ragging in Higher Educational Institutions , 2009.(F.1-16/2007(CPP-II) dated 17th June, 2009) and take stringent action against those found guilty of ragging and/or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging, in accordance with these and other Regulations in force.

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What constitutes Ragging?

As defined by the UGC, Ragging constitutes one or more of any of the following acts:-

1. Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student.
2. Indulging any indiscipline activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
3. Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
4. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
5. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
6. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
7. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
8. Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student ;
9. Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

Punishments that may be awarded for Ragging.

Every incident of ragging will be investigated by the Anti ragging Squads who will go into the details and submit all relevant information to the Principal along with their findings and recommendations.

On receipt of the recommendation of the Anti Ragging Squad or on receipt of any information concerning any reported incident of ragging, the Principal will determine if a case under the

penal laws is made out and if so, either on his own or through a member of the Anti-Ragging Committee authorized by him in this behalf, proceed to file a First Information Report (FIR), within twenty four hours of receipt of such information or recommendation, with the police and local authorities, under the appropriate penal provisions relating to one or more specified clauses of the UGC Regulations, for further action.



Further, the Anti-Ragging Committee of MSAJCE will, depending on the nature and gravity of the guilt established by the Anti-Ragging Squad/s, award, to those found guilty, one or more of the following punishments, namely:-

1. Suspension from attending classes and academic privileges.
2. Withholding/ withdrawing scholarship/ fellowship and other benefits
3. Debarring from appearing in any test/ examination or other evaluation process.
4. Withholding results.
5. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
6. Suspension/ expulsion from the hostel.
7. Cancellation of admission.
8. Rustication from the institution for period ranging from one to four semesters.
9. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.

Where the persons committing or abetting the act of ragging are not identified, the college will resort to collective punishment.

(As per UGC Regulations, an appeal against the order of punishment by the Anti-Ragging Committee of MSAJCE lies with the Vice-Chancellor of Anna University, Chennai)

Affidavits to be signed by Student and Parents:

I, _____ (full name of student with admission/registration/enrolment number) s/o d/o Mr./Mrs./Ms. _____, having been admitted to **Mohamed Sathak AJ College of Engineering Chennai – 603 103** have carefully read and fully understood the provisions contained in the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations").

1. I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
2. I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
3. I hereby solemnly aver and undertake that
 - I will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations.
 - I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
4. I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
5. I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to



promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this _____ day of _____ month of _____ year.

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at _____ (place) on this the _____ (day) of _____ (month), _____ (year) .

Solemnly affirmed and signed in my presence on this the _____ (day) of _____ (month), _____ (year) after reading the contents of this affidavit.

OATH COMMISSIONER

AFFIDAVIT BY STUDENTS

I, Mr./Mrs./Ms. _____ (full name of parent/guardian) father/mother/guardian of , _____ (full name of student with admission/registration/enrolment number), my son/ daughter having been admitted to **Mohamed Sathak AJ College of Engineering Chennai – 603 103**, have carefully read and fully understood the provisions contained in the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009,(hereinafter called the "Regulations").

1. I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
2. I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
3. I hereby solemnly aver and undertake that
 - My ward will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.
 - My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
4. I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action



that may be taken against my ward under any penal law or any law for the time being in force.

5. I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, the admission of my ward is liable to be cancelled.

Declared this _____ day of _____ month of _____ year.

Signature of deponent

Name:

Address:

Telephone / Mobile No.:

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at _____ (place) on this the _____ (day) of _____ (month), _____ (year).

Signature of deponent

Solemnly affirmed and signed in my presence on this the _____ (day) of _____ (month), _____ (year) after reading the contents of this affidavit.

OATH

COMMISSIONER/PRINCIPAL

PRINCIPAL
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Chennai-603 103.



6. Academic Committee

S.No	Name	Designation	Category
1.	Dr.K.S.Srinivassan	Principal	President
2.	Dr.A.BalaKrishnan	Head – Academics	Convener
3.	Dr.I.Manju	Head – IQAC	Member
4.	Dr.G.Ramesh	Head – Administration	Member
5.	Mr.M.Suresh	Exam Cell	Member
6.	Mr.V.Vigneshwaran	Head – Placement	Member
7.	All HoDs		Member

Roles & Responsibilities

- Plan the academic calendar in consultation with all HOD's, Head Placement, COE, Research, Admission, Professional Society and IQAC.
- Organize subject allocation & time table meeting.
- Collect the question bank (minimum 10 Part A questions & 5 Part B questions for each unit), lesson plan, and notes for all 5 units, lab manual 15 days prior to semester starts.
- Class notes, records make available on day 1 to distribute to all the students & ensure it.
- Plan and conduct the internal assessment test in collaboration with Convener Exam cell.
- Plan and organize department meeting with Principal as per the schedule.
- Plan and monitor EPC.
- Monitor the syllabus completion.
- Motivate the potential students to participate in various competitions.
- Identify the slow learners and toppers class wise.
- Plan & Conduct the motivational program for slow learners & toppers in coordination with IQAC Co-ordinator.
- Motivate the faculty and students to enroll in at least one NPTEL/MOOC/SWAYAM course and get certification.
- Prof I/C for library – Develop the library activities.

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7. IQAC Committee

S.No	Name	Designation	Composition as per NAAC Norms
1.	Dr. K.S. Srinivasan	Principal	Chairperson-HOI
2.	Mr. Mohamed Sathak	Director	Management
3.	Mr.A.Abdul Gafoor	Admission Officer	Administrative Officer
4.	Dr.G.Ramesh	Head – Administration	Faculty member
5.	Dr.A.Balakrishnan	Head- Academics	Faculty member
6.	Dr.A.Kamalaselvan	Head – TC	Faculty member
7.	Dr. J Jeha	HoD – EEE	Faculty member
8.	Mr.D.Weslin	Assistant Professor – IT	Faculty member
9.	Mr.M.Kamarajan	Assistant Professor ECE	Faculty member
10.	Mr.K.K.Vinothkumar	Assistant Professor – Mech	Faculty member
11.	Mr.C.Venkatesh	Assistant Professor EEE	Faculty member
12.	Mr. Veerakumar	Hathway Broadband	Alumni
13.	Mr.E.Mohamed Sathak	Project Engineer, Hitachi Energy Ltd. Chennai	Alumni
14.	Ms.K.Shahidha	IV Year /CSE	Student representative
15.	Mr.L.Chandrasekaran	Managing Director - Precision Instruments & Electronics Pvt. Ltd	Industrialist
16.	Dr.I.Manju	Professor – ECE	Head - IQAC

Roles & Responsibilities

- Creating the awareness program about IQAC & Accreditation process.
- Plan for NBA & NAAC for all departments.
- NIRF Ranking.
- AISHE data submission.
- CII, AICTE ranking.
- Other private body ranking.
- Organize IQAC audit as per norms.
- Collect & maintain the database of all the documents.
- Create awareness program about OBE to all the stake holders.
- Develop the process and standard formats for all the activity.
- Monitor all the labs for procurement of equipment, services, consumables requirement and readiness in all aspects.
- Standardize all the labs and made it available in working condition at all time.
- Closely monitor the Content delivery and lab track records.



8. Research & Development Cell

S.No	Name	Designation	Category
1.	Dr.K.S.Srinivasan	Principal	Convener
2.	Dr.B.Janarthana	Prof/Mech	Head-Research
3.	All Hods		Member
4.	All Ph.D Qualified Faculty		Member

Roles & Responsibilities

Academic Research

1. All the faculties need to be motivated to pursue Ph.D.
2. Motivate all the faculty to publish at least 1 paper/Semester in the reputed Journal.
3. Involve all the students to publish at least 1 paper before completing their course.
4. Organizing the Seminar/Workshop to create awareness about IPR Patent Filing, Copyrights & Trade Marking.
5. File Patent, Copyright for students & faculty research work and innovative ideas.
6. Organize Ideathon Competition at College level & Inter college level.
7. Develop the department as Nodal Research Centers.
8. Collect & maintain the copy of papers published by faculty & students.
9. Organize the national & International Conference every year.
10. Involve in Students Project, reviews and identify the potential projects.
11. Organizing technology forum in every department once in a month.

Industrial Research

1. Identifying the suitable industry in coordination with Convener – COE & Placement to get research project / consultancy work.
2. At least 1 project/ department/ Semester need to identify.
3. Monitoring and review the projects for timely completion and submit the report.
4. Maintaining the necessary documents as a proof of work.

Funded Research

1. Getting DSIR-SIRO certification.
2. Creating the awareness among the faculty about various funding schemes.
3. Submit the proposal to organize the Workshop/ Seminar/ FDP and conferences in coordination with Convener – COE.

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9. Training and Placement Committee

S.No	Name of the staff	Designation	Category
1.	Mr.V.Vigneshwaran	AP/Mech	Placement Officer
2.	Mr.L.Tharanikumar	AP/Mech	Assistant Placement Officer
3.	Mr.P.Gopisivaraman	AP / ECE	Member
4.	Mr.S.V.Vinodh	AP/EEE	Member
5.	Dr.K.V.Reshmi	AP/English	Member
6.	Mrs.D.Vimala	AP/Maths	Member
7.	Mr.J.H.Hammer Shield	AP/CSE	Member
8.	Mr.Lokesh	III/Civil	Student Member
9.	Ms.Divya Sri S	III/EEE	Student Member
10	Mr.Umar Jaffar Ali	III/Mech	Student Member
11	Mr.Bhasharathulla	III/ECE	Student Member
12	Mr.Vineeth	III/IT	Student Member
13	Mr.Shanawas	III/CSE	Student Member

Roles and Responsibilities:

- To review and suggest the methods to improve the Placement activities.
- To review and suggest the training requirement to meet the industrial requirement (Soft skill, Technical and Value added courses)
- To review and Approve the curriculum, syllabus and course content of the various training courses
- To review the industrial tips, Mou`s and consultancy works and suggestion for improvement
- Identify the skill development activity required and suggest to train the students in the domain
- To review suggest the methods and organize the programs to improve the Higher education

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10. Technology Centre & Online Courses Committee

S.No	Name	Department	Designation
1.	Mr.A.Kamalaselvan	AP/EEE	Convener
2.	Dr.Eliss Yogesh	AP/Civil	Member
3.	Mr.C.Venkatesh	AP/EEE	Member
4.	Mr.M.Ashok Kumar	AP/ECE	Member
5.	Mr.S.R.Mohan	AP/Mech	Member
6.	Mr.C.Navaneetha Krishnan	AP/Civil	Member
7.	Mrs.S.Viswaja	AP/IT	Member
8.	Dr.B.Devibala	AP/Chemistry	Member
9.	Mr.M.Rajasekar	AP/CSE	Member
10.	Mr.D.Sakthivel	AP/Member	Member
11.	Mrs.P.Anusuya	AP/EEE	Member

Roles & Responsibilities

- Establish and maintain the facilities of Technology Center in the latest cutting technology.
- Developing the curriculum for various Technology Center courses.
- Identifying the certification body for Assessing the Technology Center courses and issue the certification.
- Formulating Advisory committee with industrial expert and certification body members to approve the syllabus, course content & delivery methods. (At least Conduct the advisory committee meeting once in a year)
- Monitoring the delivery of Technology Centre classes and conducting certifying exam as per schedule.
- Identifying the suitable industry and make them to utilize the Technology Center facility in terms of training, consultancy work, projects etc.
- Branding of Technology Center's through social media, posters and brochures.
- Identifying the suitable persons as Coordinators, train them and motivate them to get certification to train the students.
- Planning and conducting of Seminars/ Workshops/ FDPs/ Competition for other college students & faculty. (Minimum one per Technology Center per semester)
- Coordinate & Conduct awareness Camps/ Programs for school students as admission promotions.
- Plan and implement the Placement training required for all the students (Technical, Soft skill, Mock test, Mock Interview and GD etc)



- Identifying the suitable vendor for the above said training/ identifying suitable staff internally to train the students.
- Plan the training schedule/ calendar & Technology Center schedule/ calendar for all the courses and students.
- Organizing the inter college competition whenever possible.
- Arrange the Industrial training for all the faculty members (Minimum 5days/semester).
- Organize the Assessment test for all the students.
- Create awareness among faculty and students about online certification courses (NPTEL / SWAYAM / MOOC / COURSE ERA / UDEMY etc) and its significance.
- Motivate the faculty & students and monitor to complete atleast one course per semester.
- Motivate the students to undergo the training at Spoken Tutorial initiative of IIT Bombay and get acquaint with latest cutting edge technology in all the branches.
- Plan and Organize online training program through our technology centers / Quiz for outside students.

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11 Exam Cell

S.No	Name	Dept	Designation
1	Mr.M.Suresh	AP/Mech	Convener
2	Mr.J.Rajesh	AP/Mech	Member
3	Mr.M.Kamarajan	AP/ECE	Member

Roles & Responsibilities

- Liaison between university and college and sort out the issues if any for the students and faculty.
- Conduct the university theory & practical exam as per the schedule.
- Conduct the internal assessment test in collaboration with Convener Academic.
- Collect the RA in the prescribed format both university & internal exams.
- Communicate the results to the parents through mail/ courier/ post.
- Upload the attendance & Internal assessment marks by exam cell staff only.
- Collect and distribution of mark sheets and other certificates to the students, which is received from the university.
- Enroll the students for university exam.
- Collect the feedback of question papers during university exam & forward to the principal and Controller of Exam Anna University if necessary.
- Support the principal to organize the graduation day.

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12. Library Committee

S. No	Name	Designation	Category
1.	Dr.K.S.Srinivasan	Principal	Chairman
2.	Dr.A.Balakrishnan	Head – Academics	Member
3.	Dr.B.Janarthanan	Head – Research	Member
4.	Dr.I.Manju	Head - IQAC	Member
5.	Mr.A.Kamalaselvan.	Asst.Prof/EEE & Library.I/C	Secretary
6.	Mrs.P.Anusuya	AP/ECE & Library I/C	Secretary
7.	All HoDs		Member
8.	Mr.S.Sudhakar	Chief Librarian	Secretary
9.	Mr.John Anish	Librarian	Secretary
10.	Mr.K.Arshad	III/EEE Student Rep	Member
11.	Ms.S.Swetha Maria Faustina	III/EEE Student Rep	Member
12.	Mr.B.Mohamed Nayeem	III/ECE Student Rep	Member
13.	Ms.D.Kamali	III/ECE Student Rep	Member
14.	Mr.N.Vasanthakumar	III/Mech Student Rep	Member
15.	Ms.S.Salman	III/Mech Student Rep	Member
16.	Mr.J.Musthaq	III/Civil Student Rep	Member
17.	Mr.S.Shanmugam	III/Civil Student Rep	Member
18.	Ms.U.Revathi	III/IT Student Rep	Member
19.	Mr.J.Imamm Jaffar	III/IT Student Rep	Member
20.	Mr.V.Elango	III/CSE Student Rep	Member
21.	Ms.A.Vasumathi	III/CSE Student Rep	Member

Roles & Responsibilities

- Plans and recommends the annual budget
- Reviews Library readership dept-wise
- Frames rules and regulations and other policies for the smooth operation of the library system
- Organizes orientation programmes for students on various e - resources available in the library, utilization of library software and databases
- Conducts annual stock verification and approves annual reports etc.,
- Security of Library properties
- Management and utilization of e - resources
- Conduct of seminars and workshops on library resources and services
- Updation of books and e – journals

13. Hostel Committee

S.No	Name	Designation	Category
1	Dr.K.S.Srinivasan	Principal	Chief Warden
2	Mr.C.Muthu	Warden	Residential Warden
3	Dr.K.P.Santhosh Nathan	PED	Convener
4	Dr.A.Balakrishnan	Head – Academics	Member
5	Mr.D.Weslin	AP/IT	Member
6	Mr.A.A.Mohammed Irfan	AP/Mech	Member
7	Dr.B.Devibala	Asso.Prof/Chem	Member
8	Mrs.P.Anusuya	AP/ECE	Member
9	Mr.Augustin	Phy .Edu	Member

Roles & Responsibilities:

- Room Allotment for the students during starting of the academic year.
- Conduct the hostel students meeting once in a month.
- Conduct Hostel surprise visit in coordination with Convener –Administration (Weekly once in both boys & girls hostel)
- Sort out the issues of maintenance in the hostel in coordination with Convener-Maintenance.
- Check the quality of food daily by deputing faculty members and collect the feedback as well as collect the feedback from students. If there is any issues it need to sort out immediately.
- Discuss the hostel food menu in the hostel students meeting if require any changes it may be implemented after getting approval from the Principal/AO.
- Maintain hygiene in the hostel and mess halls.
- Monitor the out pass & inward registers daily – both hostels (Boys & Girls).
- Monitor the SMS send to the parents when they are leaving from the campus.
- Check the attendance of hostel students daily, maintain the record of students absent and communicate to their parents about their absenteeism.



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**Mess Committee:**

Faculty Incharge : Mr.A.A.Muhammed Irfan-AP/Mech			
S.No	Name	Dept/Year	Room No
1	Syed Sulaiman Sait	CSE /IV Year	10
2	Mohamed Akil	CSE /IV Year	01
3	Mohamed Anas	Mech/ III Year	77
4	Syed Afridi	EEE/III Year	68
5	Mohamed Asif.	IT/III Year	57
6	Mohamed Imran	EEE/III Year	74
7	Asik Ahamed	IT/II Year	46
8	Sulaiman	CSE/ II Year	37
9	Riyas	CSE/II Year	46

Hostel Cleaning Committee:

Faculty Incharge : Dr.R.Someswaran – AP/Civil			
S.No	Name	Dept/Year	Room No
1	Salman Farish	CSE /IV Year	07
2	Ahamed Ali	ECE/ IV Year	11
3	Mohamed Fahim	Civil/ III Year	65
4	Fatheen Ahamed-	Mech/III Year	60
5	Mohamed Fazil	EEE/ III Year	68
6	Mohamed Ismail	CSE/-II Year	32
7	Mohamed Kalith	IT/II Year	24
8	Dhinesh.	ECE/II Year	38

Wifi Committee:

Mr.Hameer Shield J.H - AP/CSE			
S.No	Name	Dept/Year	Room No
1	Salman Faris	CSE /IV Year	07
2	Mohamed Mufeed	ECE/ IV Year	58
3	Rahimudeen.	Civil/ III Year	34

Cycle Committee:

Mr.Gopisivaraman- AP/ECE			
S.No	Name	Dept/Year	Room No
1	Mohamed Nabeel	CSE /III Year	59
2	Zabith Khan	CSE /II Year	37

**Water Control Committee:**

Faculty Incharge : Mr.J.Rajesh – AP/Mech			
S.No	Name	Dept/Year	Room No
1	Mohamed Irfan	Mech/IV Year	10
2	Arsath	Mech/IV Year	05
3	Mohamed Yasir	Mech/ III Year	60
4	Mohamed Nyeem	ECE/ III Year	65
5	Mohamed Riyaz	IT/ III Year	79
6	Mohamed Basil	EEE/II Year	43
7	Basim	IT/IIYear	45
8	Mohamed Yasir	IT/II Year	42

Medical Committee:

Faculty Incharge : Mr.C.Muthu-Residential Warden			
S.No	Name	Dept/Year	Room No
1	Isfac Ahamed	Civil/III Year	74
2	Imthiyas	Mech/III Year	54

Game & Gym Committee:

Faculty Incharge : Mr.Mathavan-Residential Warden				
S.No	Name	Games	Dept/Year	Room No
1	Mohamed Akil	Football	CSE/IV Year	01
2	Ahamed Ali	Volleyball	ECE/ IV Year	11
3	Arsad	Volleyball	Mech/ III Year	05
4	Kabir Mohamed	Basketball	Mech/ IV Year	07
5	Syed Sulaiman Sait	Kabadi-	CSE/IV Year	10
6	Sufiyan	Gym	ECE/ IV Year	03
7	Imran	Football	CSE/ III Year	57
8	Fatheen Ahamed	Cricket	Mech/ III Year	60
9	Aflal Ahamed	Volleyball	ECE/ III Year	70
10	Dinesh.	Basketball	Mech/ III Year	56
11	Arshad	Kabadi	EEE/ III Year	64
12	Mohamed Sameer	Gym	EEE/ III Year	77
13	Mohamed Hamim	Football	CSE/II Year	47
14	Rahimudeen	Football	CSE/II Year	34
15	Abdul Razeek	Cricket	I/II Year	35
16	Mohamed Yahya	Gym	ECE/II Year	43
17	Syed Sahil Akthar	Gym	CSE/II Year	42

COE Committee:

Faculty Incharge : <u>Dr.M.Siva Kumar – AP/ECE</u>			
S.No	Name	Dept/Year	Room No
1	Mohamed Irfan	Mech/ IV Year	10
2	Shaik Abdulla.	ECE/III Year	64
3	Shaik Yahope	Mech/ III Year	53



4	Mohamed Asif	IT/III Year	57
5	Sulaiman	CSE/II Year	37
6	Muhasin	CSE-II Year	28

14. Alumni Committee

S.No	Name	Designation	Category
1.	Dr.K.S.Srinivasan	Principal	President
2.	Mr.Ahamed Jameel A.M.T	Alumni	Secretary
3.	Dr.S.Vijayakumar	Administrative Office	Treasurer
4.	Ms.S.Saipriya	AP/English	Convener
5.	Dr.S.Prasath	AP/Mech	Member
6.	Mr.A.Mohammed Irfan	AP/Mech	Member
7.	Mrs.Priyadarshini	AP/ECE	Member
8.	All HoDs		Member
9.	Mr.J.Abdul Rahman	Alumni	Executive Member
10.	Mr.Mohamed Yasa	Alumni	Executive Member
11.	Mr.M.M. Syed Sultan Allaudeen	Alumni	Executive Member
12.	Mr.Asim Ali L	Alumni	Executive Member
13.	Mr.Abdul Majeed Shiblee	Alumni	Executive Member
14.	Mr.Kalidoss	Alumni	Executive Member
15.	Mr.Noorul Jaman	Alumni	Executive Member
16.	Mr.N.Naveen	Alumni	Executive Member
17.	Ms.J.Stella Marry	Alumni	Executive Member
18.	Mr.Mikali Ismail	Alumni	Executive Member
19.	Mr.Mohammed Umar Farook .B	Alumni	Executive Member
20.	Mr.Mano Raja	Alumni	Executive Member
21.	Mr.N.Abdul Hameed	Alumni	Executive Member
22.	Mr.J.Prasanth	Alumni	Executive Member
23.	Mr.Mohamed Syed Haqube	IV/ECE	Student Member
24.	Ms.Bhuvaneshwari	IV/CSE	Student Member



Roles & Responsibilities

- Register our Alumni as a society as per the Government norms.
- Enroll the maximum number of students passed out from the college as member of Alumni.
- Keep update the Alumni database regularly.
- Plan atleast two meeting with Alumni in an academic year. Plan the meeting with various activities.
- Invite at least one of our Alumni as Guest of Honor (Mandatory) in various events conducted in the college (both Department level & College level).
- Invite at least one of our Alumni to visit the dept every fortnight, during their visit make them to interact with department students.
- Honor the Alumni based on their achievements during Annual day/ Engineers day/ other special occasions.
- Send SMS/ What's app messages/ wishes during their Birthday/ Marriage Anniversary/ other important festivals.
- Involve the alumni in various activities like GL/ Seminar/ Workshop/ Mini or Major Projects/ IV/ Internship/ Soft skill training etc.

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15. Sports Committee

S.No	Name	Department	Designation
1.	Dr.K.P Santhosh Nathan	Physical Education	Director Of Physical Education
2.	Dr.A.Bala Krishnan	Chemistry	Head Academics
3.	Mr.M.Kamarajan	ECE	Member
4.	Dr.G.Ramesh	Mech	Member
5.	Mrs.K.Saipriya	English	Member
6.	Mrs.S.Usha	English	Member
7.	Mr.D. Sakthivel	Mech	Member
8.	Mr. D.Weslin	IT	Member
9.	I. Afraar Ahamed	IV CSE	Student Coordinator
10.	Syed Sulaiman Sait	IV CSE	Sports Secretary
11.	Abdul Sukkor Nafeez	III IT	Sports Secretary
12.	Abul Hassan	III IT	Overall Sports Coordinator
13.	Hemalatha	III ECE	Overall Sports Coordinator
14.	Abdul Razak	II IT	Coordinators
15.	Abdul Kaffar.J	II Mech	Coordinators

Roles & Responsibilities

- Conduct sports committee meeting in start of the semester.
- Plan various inter dept practice/ competition, Zonal competition and inter college competition. Equally divide the competition both in even and odd semester.
- Maintain the record of students regularly practicing various sports activity and update to the Principal. Based on this report only OD is permitted for the students to participate in various competitions.
- Train the students & motivate them to participate in inter college competition conducted by other colleges. (Don't plan any activity during EPC)
- Conduct the sports activity at various schools during national importance day & promote admission process of our college.
- Equal importance should be given to sports like academics. All clear students are exempted to practice during the college working hours. Other students permitted only after college hours.
- Popularize the sports activity of our college among other college accordingly events may be planned and conduct throughout the year.
- Encourage the faculty/ staffs to participate in various tournaments/ competitions.
- Organize the tournament/ competition between faculty/ staff with corporate in and around our institute.

16. Fine Arts and Cultural Committee

S.No	Name	Designation	Category
1.	Ms.S.Usha	AP/English	Convener
2.	Dr.G.Ramesh	Head Administration	Member
3.	Dr.K.V.Reshmi	AP/English	Member
4.	Mrs.V.Shobana	AP/ Physics	Member
5.	Mrs.E.Jayanthi	AP/ECE	Member
6.	Mr.M.Suresh	AP/Mech	Member
7.	Mr.C.Venkatesh	AP/EEE	Member
8.	Mr.C.Navaneethakrishnan	AP/Civil	Member
9.	Mr.Helal Ahamed	IV/Mech	Member
10.	Mr.Mahmood Shafeeq A	IV/Civil	Member
11.	Mr.Nizamulhaq	IV/IT	Member
12.	Mr.I.AfrarAhmad	IV/CSE	Member
13.	Mr.S.Bhuvanesh	IV/EEE	Member
14.	Mr.Syed Aakhib Mohamed I	IV/ECE	Member
15.	Ms.Laksha	II/CSE	Member
16.	Ms.Kaviyashri	II/CSE	Member
17.	Ms.Revathi	III/IT	Member
18.	Mr.K.Sandeeshkumar	II/Civil	Member

Roles & Responsibilities

- Planning the execution of cultural events in respective academic year.
- Coordinating in all Intra departmental and Inter Collegiate Events.
- Organizing cultural events for National important days.
- Preparing the Event Budget for various events.
- Preparing schedules and program list for all the cultural events.
- Arranging Judges for cultural competition. The event in-charge shall be the responsible for the smooth conduct and announcement of results.
- Constitution of different committees for the smooth conduct of the programme.
- Involving the student's volunteers as the discipline committee.
- The formulation and execution of Rules and Regulations for cultural events.
- To retain the rapport with the guest by sending gratitude communication and photographs.
- Identify, Frame and Nominating students for various inter collegiate events and fests with approval of Student Affairs / Principal.



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17. Admission & Promotional Committee

S.No	Name	Dept	Designation
1	Mr.A.Abdul Gafoor	Admission Officer	Convener
2	Mr.S.Syed Abuthahir	AP/Mech	Member
3	Ms.I.S.Suganthi-AP	AP/ECE	Member
4	Dr.K.P.Santhosh Nathan	PED	Member
5	Mr.V.Vigneshwaran	AP/Mech	Member
6	Mrs.S.Usha	AP/English	Member

Roles & Responsibilities

- Affiliation work of AICTE & Anna University.
- Admission approval process from DOTE & University.
- All correspondence to university, AICTE. Government bodies, Consortium etc.
- Plan, Advertise and Organize faculty & staff recruitment.
- Plan and Organize School visit/ programs at various schools.
- Get together with Principal's & HOD's of polytechnic and higher secondary schools.
- Plan & Organize school students to visit our campus.
- Organize workshops for school students to improve the admission (During March – June).
- Collect the database of various schools and polytechnic.
- Plan and conduct/celebrate Teacher's day & Engineers day and honor the school & polytechnic teachers and Alumni students.
- Update the website regularly (at least weekly once).
- Social Media (Face Book, Whatsapp, Instagram, Blogs).(On daily basis)
- Advertisement, display posters in the college.
- Prepare Video/ Campus tour.
- Maintain various events photo.
- Prepare and maintain college brochure (Admission & Placement) with latest information.
- Develop the Garden & Greenery environment inside the campus in coordination with Convener Maintenance.

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18. Transport & Maintenance Committee

S.No	Name	Dept	Designation
1	Mr.C.Navaneedhakrishnan	AP/Civil	Convener
2	Mr.D.Sakthivel	AP/Mech	Member
3	Mr.P.Gopi Sivaraman	AP/ECE	Member
4	Mr.J.M.Hamer Sheild	AP/CSE	Member
5	Mr.Augustin	Admin Staff	Member

Roles & Responsibilities

- Supervising the daily bus operation and giving instructions to the bus supervisors
- Conducting meeting with all staff in-charges of buses.
- Inspecting the condition of the buses and reporting for necessary actions.
- Periodically checking the documents of the buses.
- Allotting busses for Industrial visits/Placement and Training activities/ Co-curricular activities
- Check the starting and arrival time of the bus. Any unnecessary delay may be reported.
- Depute a non-teaching staff/ CSE lab Assistant to collect the system issue and maintenance requirement on weekly basis and sort out it immediately in consultation with Principal/AO.
- Maintain all system, printers, Xerox machines, generator, UPS, internet in working condition at all the time.
- Depute a staff to check & collect service requirements of fan, heaters, water coolers, AC, lights in the campus and hostel. If anything need to service, initiate the process immediately after getting approval from Principal/AO.
- Depute a staff to monitor and check the furniture's of the college, if anything need to service initiate the process with the permission of Principal/AO.
- Continuously monitor the RO plant, STP and do the services regularly.
- Collect the service requirement from each department labs every fortnight and initiate the process to rectify it. Make all the equipments are in working conditions at all time.
- Monitor the stock of all stationary, electrical, plumbing, carpentry items and lab consumables requirement. Make it available well in advance for smooth conduction of day to day activities.
- Maintain the campus as Eco friendly campus (Neat and hygienic, plastic, tobacco and drug free campus). Organize various awareness camps among students in coordination with Convener-Professional Association.
- Monitor the AMC requirement wherever required.
- Conduct stock verification every semester and find if there is any short fall, scrap, unused and excess materials/ equipment's. Initiate the necessary action to solve the issue in consultation with Principal/AO.



19. NSS & UBA Committee

S.No	Name	Dept	Designation
1	Dr.A.Balakrishnan	Head - Academics	Convener
2	Dr.S.Vadivelan	AP/Physics	Member
3	Mr.K.Ramamoorthy	AP/Maths	Member
4	Mr.A.Kamalaselvan	AP/EEE	Member
5	Mrs.S.Sona Devi	AP/ECE	Member
6	Mrs.R.Suguna Devi	AP/EEE	Member
7	Ms.J.Rajesh	AP/MECH	Member
8	Ms.S.Usha	AP/English	Member
9	Mrs.V.Shobana	AP/Physics	Member
10	Mr.Ashokkumar	AP/CSE	Member

Roles & Responsibilities

- To interpret the scheme to the students / volunteers and other members of the college community and create awareness about the NSS Programmes.
 - To provide information about NSS motto aims and objectives, philosophy and activities.
 - To enlist cooperation and coordination of community, agencies, government departments and non-governmental agencies.
 - To select or adopt the village/slum for service projects on the basis of utility and feasibility.
2. As an Educator
- To prepare and conduct the orientation Programme for NSS Volunteers, explain them about the concept of social service.
 - To prepare and teach them the methods and skills required for achieving the objectives of the NSS scheme.
 - To promote community education through meetings, talks, new bulletins, discussions etc

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20. Higher Studies & Entrepreneur Development Committee

S.No	Name	Dept	Designation
1	Dr.K.S.Srinivasan	Principal	Chairman
2	Dr. S. Prasath	Head-MECH	Member
3	Dr. R. Elliss Yogesh	Professor - CIVIL	Member
4	Mr. A. Kamalaselvan	Assistant Professor - EEE	Member
5	All Hods		Member

Roles & Responsibilities

Higher Studies :

- Identify the potential students in pursuing higher studies and organize awareness program on higher studies in India &overseas.
- Create awareness about GATE, GRE, TOEFL, IELTS, GMAT and other competitive exams.
- Maintain the reports of all the students those who are pursuing higher studies.
- Maintain the database of reputed institutes to support the students to pursue the higher studies.

Entrepreneur Development :

- Identify the potential students & motivate them to become an Entrepreneur / Innovator.
- Organize motivational program to bring out the inherent talents of students to become a Start-up / Entrepreneur.
- Motivate them to participate in various activities related to Innovation / Ideathon / Incubation / Start-up Competition organized by reputed institutes.
- Organize the mentor to materialize the idea and necessary supporting activity for the needy start ups / Incubator.

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21. Women Development Cell

S. No	Name	Designation	Category	Signature
1	Ms.Usha	AP/English, MSAJCE, Chennai.	Coordinator	
2	Mrs.Janaki	AP/Civil, MSAJCE, Chennai.	Coordinator	
3	Mrs.K.Saipriya	AP/English, MSAJCE, Chennai.	Member	
4	Mrs.Jayanthi	AP/ECE, MSAJCE, Chennai	Member	
5	Mrs.Sugunadevi	AP/EEE, MSAJCE, Chennai	Member	
6	Mrs.Ayesha	AP/CSE, MSAJCE, Chennai	Member	
7	Mrs.Jebamalar	AP/IT, MSAJCE, Chennai	Member	
8	Beula	IV/ECE	Member	
9	Lubna Fathima	IV/IT	Student	
10	Abinaya Bharathi	III/CSE	Student	
11	Abinaya	II/ECE	Student	

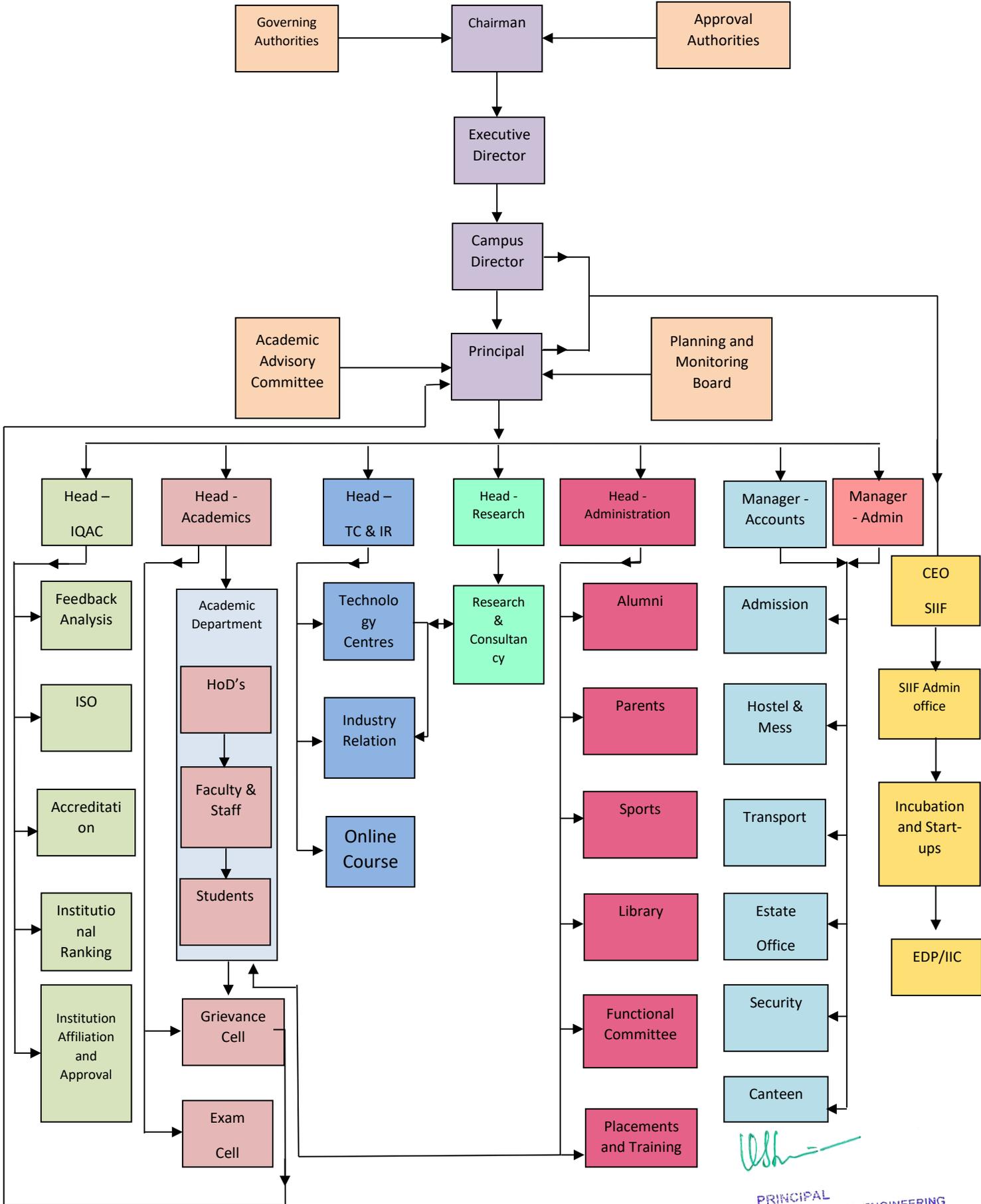
Roles & Responsibilities

- Create social awareness about the problems of women and in particular regarding gender discrimination
- Develop the self confidence of Women.
- Guide about Women Welfare Laws.
- To assert the importance of spiritual, economic, social, racial and gender equality.
- To highlight the importance of health and hygiene.

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Decentralization and Participative Management



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Decentralization

Roles and Responsibilities

Roles and Responsibility of Governing Council

- To monitor the academic and other related activities of the college
- To consider the recommendations of the Staff Selection Committee
- To consider the important communications, policy decisions received from the University, Govt, AICTE etc.
- To monitor the students and faculty development programmes
- To consider the recommendations of the Planning & Monitoring Board of the college for implementation.
- To pass the annual budget of the college

Roles and Responsibility of Planning and Monitoring Board

- To review the academic and other related activities of the college
- To review the students and faculty development programmes
- To visualize and formulate perspective plans for the development and growth of the college
- To formulate Master Plan for campus development, facilitating implementation of the provision of the perspective plan
- To draw new schemes of development for the college
- To plan for resource mobilization through industry interaction, consultancy & extra-mural funding
- To promote research and extension activities in the college campus
- To promote teaching innovations and student placement programmes
- To plan for sustaining the quality of education, quality improvement and accreditation of the college
- To recommend schemes to promote participation of academic departments in community development activities in the region.
- To consider such other activities for furtherance of academic excellence.

Roles and Responsibility of Academic Advisory Board

- To review the academic and other related activities.
- To review the students and faculty development activities
- To visualize & formulate perspective plans for the development and growth of the department
- To plan for resource mobilization through industry interaction, consultancy & extra-mural funding for every department
- To suggest & promote research and extension activities in the department
- To suggest & promote teaching innovations and student placement activities
- To plan for sustaining the quality of education, quality improvement and accreditation of the department
- To recommend schemes to promote participation of academic departments in community development activities in the region.



- To consider such other activities for furtherance of academic excellence
- To suggest suitable mentor mechanism to improve academic results.

Responsibility of the Principal

- Responsible for entire academic regulations including examination and Image building of the Institute.
- Responsible for maintaining the discipline and decorum in the college premises & regular rounds to all the academic buildings & hostel
- Maintain the administrative dept including monitoring of scholarship and collection of fees and facilitate faculty, staff and student welfare.
- Organizing the statutory body meeting regularly
- Coordinate AICTE and AU affiliation Inspections and Admission Process
- NBA and NAAC accreditation within stipulated time
- Review the Industry Institute Interaction for Placements, Seminars, FDP, STTP, Industrial Visit, In-plant Training, Internship, Consultancy Projects and Students Projects
- Monitor Course Content delivery and initiate follow up action for academic Performance Improvement
- Establishing infrastructure and labs of all the departments with State of art facility
- MIS Report to be updated to the Chairman periodically
- Plan, Prepare and review annual the Budget of the Institute
- Recruitment of Faculty and Staff Recruitment as per the AICTE & AU Norms
- To ensure the Academic calendar, Service rules and regulation
- Organize HOD meetings, Parents meeting, Faculty meeting periodically
- Analyze the feedback of students, faculty and initiate remedial measures.
- Check Website updation and activities for brand building of the institute periodically
- Monitoring the Professional Association, Club and sports activities and arranging various events to build up the image of the institute.
- Encourage the faculty and staff to participate and organize FDP, Conference, Seminar and workshop to update their knowledge
- Motivate the students to participate in various competitions, social works, co-curricular and extracurricular activities.
- Develop the research facility and motivate the faculty, staff and students to involve in it actively.

Roles & Responsibilities of IQAC

- Creating the awareness program about IQAC & Accreditation process.
- Plan for NBA & NAAC for all departments.
- NIRF Ranking, CII, AICTE ranking, AISHE data submission
- Other private body ranking.
- Organize IQAC audit as per norms.
- Collect & maintain the database of all the documents.
- Create awareness program about OBE to all the stake holders.
- Develop the process and standard formats for all the activity.

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- Monitor all the labs for procurement of equipment, services, consumables requirement and readiness in all aspects.
- Standardize all the labs and made it available in working condition at all time.
- Closely monitor the Content delivery and lab track records.

Roles & Responsibilities of Head - Academics

- Plan the academic calendar in consultation with all HOD's, Head Placement, COE, Research, Admission, Professional Society and IQAC.
- Organize subject allocation & time table meeting.
- Collect the question bank (minimum 10 Part A questions & 5 Part B questions for each unit), lesson plan, and notes for all 5 units, lab manual 15 days prior to semester starts.
- Class notes, records make available on day 1 to distribute to all the students & ensure it.
- Plan and conduct the internal assessment test in collaboration with Convener Exam cell.
- Plan and organize department meeting with Principal as per the schedule.
- Plan and monitor EPC.
- Monitor the syllabus completion.
- Motivate the potential students to participate in various competitions.
- Identify the slow learners and toppers class wise.
- Plan & Conduct the motivational program for slow learners & toppers in coordination with IQAC Co-ordinator.
- Motivate the faculty and students to enroll in at least one NPTEL/MOOC/SWAYAM course and get certification.
- Prof I/C for library – Develop the library activities.

Roles & Responsibilities of Head -Technology Centre

- Establish and maintain the facilities of Technology Center in the latest cutting technology.
- Developing the curriculum for various Technology Center courses.
- Identifying the certification body for Assessing the Technology Center courses and issue the certification.
- Formulating Advisory committee with industrial expert and certification body members to approve the syllabus, course content & delivery methods. (At least Conduct the advisory committee meeting once in a year)
- Monitoring the delivery of Technology Centre classes and conducting certifying exam as per schedule.
- Identifying the suitable industry and make them to utilize the Technology Center facility in terms of training, consultancy work, projects etc.
- Branding of Technology Center's through social media, posters and brochures.
- Identifying the suitable persons as Coordinators, train them and motivate them to get certification to train the students.
- Planning and conducting of Seminars/ Workshops/ FDPs/ Competition for other college students & faculty. (Minimum one per Technology Center per semester)
- Coordinate & Conduct awareness Camps/ Programs for school students as admission promotions.
- Plan and implement the Placement training required for all the students (Technical, Soft skill, Mock test, Mock Interview and GD etc).



- Identifying the suitable vendor for the above said training/ identifying suitable staff internally to train the students.
- Plan the training schedule/ calendar & Technology Center schedule/ calendar for all the courses and students.
- Organizing the inter college competition whenever possible.
- Arrange the Industrial training for all the faculty members (Minimum 5days/semester).
- Organize the Assessment test for all the students.
- Create awareness among faculty and students about online certification courses (NPTEL / SWAYAM / MOOC / COURSE ERA / UDEMY etc) and its significance.
- Motivate the faculty & students and monitor to complete atleast one course per semester.
- Motivate the students to undergo the training at Spoken Tutorial initiative of IIT Bombay and get acquaint with latest cutting edge technology in all the branches.
- Plan and Organize online training program through our technology centers / Quiz for outside students.

Roles and Responsibility of Head - Research

- Establish the research culture among the faculty and students. Motivate the faculty to publish three papers / year and one patent per year.
- Maintain the database of all the faculty pursuing Ph.D & Ph.D qualified faculty and motivate them to get guide-ship from Anna University.
- Get Nodal research Centre status for all the eligible departments.
- Interact with project coordinators of all the departments and identify the best project and make it publish in the conference / journal / file a patent.
- Organize the technology forum meeting to share the research exposure of faculty and students and Review the ongoing research projects / consultancy works periodically.
- Apply and get DSIR – SIRO certification to get recognition of national level research center status.
- Periodically plan and organize the various events to create awareness among the students and faculty in Research methodology, IPR, Patent filing and Copy Right.
- Motivate the faculty to submit the research proposals to various funding.
- Plan and Organize the National / International Conference department wise and publish the proceeding / journal periodically through professional association / funding agencies.

Roles and Responsibility of Head - Admin

- Faculty and Students Discipline.
- Events Management – Induction Program, Promotional Activity, Teacher`s Day, Engineers Day, Technical Symposium, Tech Jamboree, Algorhythm, Farewell, Convocation, Alumni meet, Sports and Cultural day, National Importance Days
- Library and Lab Requirement purchase, service and audit.
- Roster duty preparation for teaching and nonteaching to monitor for various activity.



- Online Courses, FDP, Seminar & Workshop for faculty – Organizing and Participation
- Industrial Relation Coordination – MOUs, Guest lecture, Industrial Visit and Internship
- Responsible to organize P&M meeting periodically.
- Teaching and non teaching staff self Appraisal.
- University Co-ordination: Attendance and Internal mark updation in the portal
- Mentoring Toppers and Slow learners

Roles and Responsibility of Head – Manager Adimm

- PRO Activities – Police, Fire, Health, Press, Government and Local body members, and
- Political parties if required.
- Handling of Legal issues if any related to AU and AICTE.
- Hospitality and facility management for various activities planned in the college.
- Support execute all statutory body meeting as per the schedule / whenever required.
(Governing Council, Planning & Monitory board, Academic Advisory, Research Advisory, Grievances Redressal committee and Industrial Relation Advisory committee)
- Periodical Audit of Laboratories, Library, Estate office, Hostel and Mess.
- Purchase of Stationery, House Keeping, Civil, Electrical, Plumbing, Networking Materials,
- ID Cards, text books and note books, Observation and record Books, Attendance Books and other necessary materials made available in time.
- Maintaining the College Security, Transport, Hostel, mess and Canteen facilities & issues follow up.
- Support & execute various activities like industrial visits, workshops, seminars, conference, symposium, cultural, sports, professional society activities, NSS, induction programs,
- motivational programs, placement day, graduation day and other important celebration and activities
- Monitor the discipline of faculty, staff and students. Ensure the campus as Ragging free Campus.
- Coordinating Anna University / AICTE / Accreditation inspection if an in association with Manager -Accounts
- Plan and organize Alumni meeting and Parents Teacher meet periodically. in association with Manager – Accounts
- Plan and execute faculty and staff welfare activities.

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HoD Meeting

Minutes of Meeting

08.11.2022

Venue : Principal Room

The following Members were attended and the following points were discussed in the meeting.

Name	Signature
Dr.K.S.Srinivasan - Principal	
Dr.G.Ramesh – Head / Administration	
Dr.I.Manju – Head – Technology Centre, IGAC	
Dr.A.Balakrishnan – Head / Academics	
Mr. Weslin – HoD / IT	
Dr.M.Sivakumar – HoD / ECE	
Dr.S.Prasath – HoD / Mech	
Dr.R.Someswaran – HoD / Civil	
Dr.J.Jeha – HoD / EEE	
Dr.Vedhavathy – HoD / CSE	
Dr.S.Rajakumar HoD / S & H	

- Students attendance are taking 3 times in a day. 1st, 3rd & 7th hour. Daily we have to submit the report to the Trust office.
- Upload the internal marks as it is in Anna university web portal.
- Ask the students submit the symposium account at the earliest.
- Plan to conduct welcome fest by the senior students for I Year Students.
- Online feedback by the students to be completed.
- HoDs should know the count of I year admission in your department.
- From Thursday onwards EPC classes will be started. If your class has high strength you can split into 3 or 2 groups. Room number 402 and 408 can use for EPC classes.
- Instruct all the students to bring hard copy of notes for EPC classes.
- Close all faculty room and instruct them to sit along with the students throughout the EPC classes.
- Last working day for register in Anna University Examination portal is 18.11.2022.
- All departments should complete their Professional Society registration at the earliest.

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(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)



- Dr.J.Jeha HoD / EEE allotted for NPTEL, Karma & Spoken Tutorial courses.
- If any Student / Faculty attend and Pass in NPTEL examination, 50% of exam fee (Rs.500) will be reimbursement to the concern.
- Mr.K.K.Vinothkumar AP/ Mechanical allotted for all ranking like NIRF, ARIA, NAAC & NBA works.
- Dr.B.Devibala AP/ Chemistry allotted for Smart India Hackathon.
- Dr.Someswaran HoD / Civil & Dr.A.Kamalaselvan allotted for COE / Technology Centre.
- Dr.I.Manju allotted for IQAC, Patent Filing & AICTE – Kapila Scheme.
- All NAAC files to be ready both Hard & Soft copy and these have to be submitted in IQAC Cell.
- Coming Monday onwards Faculty are requested to stay back up to 5.00pm and complete the NAAC Files. Already you completed for 5 years upto 2020 – 2021 academic year. All are requested to compete the current and previous academic year. i.e 2021 – 2022 & 2022 -2023.
- Ask the students to use out pass for outing purpose during working hours.
- Website to be updated. Lots of events we have conducted but it didn't upload in our college website. Kindly look it and update at the earliest.


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MINUTES OF MEETING - ECE DEPARTMENT

The Department meeting will be conducted on 17.08.22 in the Electronics Lab

Sl.No	Faculty	Circular Notified	Attended
1.	Dr.I. Manju , Head IQAC	<i>I. Manju</i>	<i>I. Manju</i>
2.	Dr.M.Sivakumar , HOD / ECE	<i>M. Sivakumar</i>	<i>M. Sivakumar</i>
3.	Dr.G.Sivaranjani AP/ECE	<i>G. Sivaranjani</i>	<i>G. Sivaranjani</i>
4.	Mr.M.Kamarajan AP/ECE	<i>M. Kamarajan</i>	<i>M. Kamarajan</i>
5.	Mrs.E.Jayanthi AP/ECE	<i>E. Jayanthi</i>	<i>E. Jayanthi</i>
6.	Mrs.S.Priyadharshini- AP/ECE	<i>S. Priyadharshini</i>	<i>S. Priyadharshini</i>
7.	Mrs.S.Anusuya AP/ECE	<i>S. Anusuya</i>	<i>S. Anusuya</i>
8.	Mr.M.Ashokkumar AP/ECE	<i>M. Ashokkumar</i>	<i>M. Ashokkumar</i>
9.	Mr. M.L. Syed Ali AP/ECE	<i>M. L. Syed Ali</i>	<i>M. L. Syed Ali</i>
10.	Mrs.S.Sonadevi AP/ECE	<i>S. Sonadevi</i>	<i>S. Sonadevi</i>

Agenda:

1. Awareness about changes in curriculum for R2021
2. Subject allocation & Work load discussion
3. Plan for academic activities and events.
4. Discipline action for late comer's absentees.
5. University Results strategy to improve.
6. Students participation in competition, co-curricular, extracurricular activities.

The following points were discussed in the meeting

1. HOD gave awareness changes in curriculum in R2021
2. Subject allocation & work load for the odd semester was discussed.
3. Informed to subject Lesson plan, Lecture notes for 5 units on 22nd August 2022.
4. Faculty were advised to encourage the Students to participate for Co-curricular and Extra Curricular activities.
5. Insisted to monitor the Students discipline strictly, especially during afternoon session.
6. Lab manuals need to be finalized.
7. Parents-teachers meeting/CCM should be as per the Schedule.
8. Ask students to maintain attendance from the first day itself attendance of the students should be closely observed.
9. Discussion about Curriculum Gap Identification inclusion of (CBS).

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PRINCIPAL
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 HOD/ECE